

**NORTH DAKOTA ARMY NATIONAL GUARD
AGR OFF THE STREET VACANCY ANNOUNCEMENT**

ONE TIME OCCASIONAL TOUR

ANNOUNCEMENT NUMBER: AGR-19-05 **OPENING DATE:** 26 Oct 18 **CLOSING DATE:** 30 Sep 19

Applications are now being accepted for the following One Time Occasional Tour (OTOT) under provisions of section 502 (f), Title 32, United State Code. Questions concerning this notice may be directed to NGND-DHR-AGR at (701) 333-3369 or DSN 373-3369.

POSITION: Recruiting and Retention Noncommissioned Officer (R&R NCO) (OTOT)
MOS: Immaterial
MAX GRADE: E-6/SSG
UNIT: NDARNG Recruiting & Retention Battalion
LOCATION: North Dakota; Specific location TBD upon selection
SALARY: Full military pay and allowances to the military grade of the selectee.
SELECTING SUPV: CSM Troy Miller, R&R SGM

***Applicants are encouraged to submit application packets as soon as possible. Packets will be accepted until the closing date of 30 Sep 2019. Qualified applicants will be interviewed and placed on an Order of Merit list (OML). Vacancies will be filled as they become available IAW Chapter 8 of the NDARNG Enlisted Promotion System (EPS) SOP.**

****OTOT's will be for a period of 1 year with the potential for continuation up to a maximum of 3 years. Accession into the OTOT program does not grant career status upon the completion of a tour. Soldiers may be accessed into the AGR program for a follow-on tour but consecutive OTOT orders are not authorized. Selected Soldiers will be required to complete a Certificate of Agreement and Understanding.**

AREA OF CONSIDERATION: This position is open to current members of the ND Army National Guard in the grades of E-4 thru E-6.

ADDITIONAL INSTRUCTIONS: Currently hold or be able to meet the physical demands and qualifications for initial award of 79T MOS upon submission of application – Physical demands rating of Moderate (Gold); Physical profile of 132221; A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.

Positions of Significant Trust (POST) Requirements (See HQDA EXORD 193-14, Annex B) to be completed upon selection:

- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
- Must not have a Type I or Type II Offense & must have favorable results from:
 - Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program

INSTRUCTIONS FOR APPLYING: Applicants must forward the documents listed below to arrive in the Human Resource Office (HRO) no later than **1600 hours on the closing date** indicated above. Documents must be scanned in the order as listed below and emailed to nq.nd.ndarng.list.j1-agrm@mail.mil Subject line of the email must include the announcement number and the applicant's name. Encrypt email containing PII/PHI. **Contact SFC Sperle with questions and/or to ensure receipt of your packet, (701)333-3369.**

- NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- Resume:** Detailed
- Individual Training Record:** printout from ATMS (DTMS); must show successful completion of APFT and HT/WT within the past 12 months.

- **MEDPROS Individual Medical Readiness (IMR):** PHA date must be within the last 12 months, HIV must be within 24 months.
- **NCOERS:** Include three most recent - A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER (or **not having an NCOER within the past 12 months**).
- **Enlisted Record Brief (ERB):** Must include ASVAB scores.
- **NGB Form 23A:** Current Annual Statement
- **DA Photograph (E-6 and above only):** Must be within the last 24 months.
- **College Transcripts (if applicable):** Legible copies only.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this position irrespective of race, color, religion, age, national origin, sex, political affiliation, or marital status.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Call (701) 333-3369 to set up an appointment.

RECRUITING & RETENTION NCO

1. **INTRODUCTION:** This position is located in a designated Strength Management (Recruiting, Retention, and Attrition Management) area of the state dictated by the mission. The Incumbent is responsible for the accomplishment of the 3 tenets of Strength Management, (Recruiting, Retention and Attrition Management) in assigned area. Responsible for seeking qualified applicants within assigned area and affecting the enlistment of sufficient individuals to achieve recruiting objectives. Individual is charged with the responsibility of identifying, recommending corrective action, solving problems and/or taking corrective action on issues affecting retention in area of responsibility. Assesses the effectiveness of local recruiting and retention incentive/awards program and makes recommendations for changes.
2. **DUTIES AND RESPONSIBILITIES:**
 - a. Establishes and maintains contacts in sufficient numbers and within proper markets to achieve recruiting objectives.
 - b. Achieves recruiting, retention and attrition management goals for assigned area.
 - c. Assists commanders in implementing Strength Management programs to enhance retention, procurement and attrition management.
 - d. Establishes and maintains effective centers of influence/civic groups, local governing bodies and supported units.
 - e. Conducts visits to all organizations/units in assigned area to discuss/plan the 3 tenets of Strength Management activities in order to meet the strength goal.
 - f. Pre-qualifies prospects to ensure enlistment criteria are met.
 - g. Conducts prospecting and lead generating activities in assigned area.
 - h. Evaluates the retention/attrition environment and assists, recommends and/or takes action to correct deficiencies.
 - i. Prepares and maintains Strength Management objectives, statistics, records and files on recruiting, retention and attrition management activities in assigned area.
 - j. Ensures commanders and leaders in assigned area understand and are proficient in the 3 tenets of Strength Management, (Recruiting, Retention and Attrition management) and provide the necessary training.
 - k. Establishes and maintains a good working relationship with supported units.
 - l. Presents formal and informal presentations to various schools and civic groups to generate leads for enlistment.
 - m. Conducts presentations and briefings as required to units/organizations.
 - n. Establishes liaison with local radio, television and newspaper agencies.
 - o. Evaluates applicants' occupational, educational and psychological background in an effort to determine National Guard programs with specific individual appeal.
 - p. Arranges the administration of the Army's Services Vocational Battery (ASVAB) or Army Classification Battery (ACB) and explains results to applicants.
 - q. Gathers individual data and prepares forms and documents incident to enlistment processing.
 - r. Arranges for applicants transportation, meals and lodging where required.
3. **SUPERVISORY CONTROLS:** Works under the supervision and control of the Recruiting & Retention Section Chief in charge of an assigned area in the state. Performs duties with minimum supervision after receiving formal schooling, general guidance and the Strength Management Mission (recruiting, retention and attrition management) mission. Performance is evaluated and reviewed for accomplishment of mission, and long, mid, and short range objectives.

4. PROGRAM INITIAL ENTRY REQUIREMENTS: Applicants must meet the following requirements:

- a. Must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the OTOT program. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60 prior to accession.
- b. Human Immune Deficiency Virus (HIV) testing for all Soldiers will be completed within 24 months prior to initial entry.
- c. Drug screening will be accomplished within 15 days prior to initial entry.
- d. All OTOT Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the OTOT program.
- e. Enlisted Soldiers must meet reenlistment or extension standards in NGR 600-200, chapter 7.
- f. Must have the appropriate amount of time remaining on their current enlistment on the first day of their initial OTOT.
- g. Must have completed initial entry training before submitting an application for the OTOT vacancy.
- h. Must meet APFT and weight control standards per AR 350-1 and AR 600-9 prior to initial entry.
- i. Must be able to serve at least 3 years on FTNGD status prior to completing 18 years of Active Federal Service (AFS) and/or the date of mandatory removal from an active status based on age or service.
- j. Must possess the grade equal to, or below, that authorized for the OTOT duty position and have the potential to become qualified in the specialty authorized for the OTOT duty position within 12 months of the date of assignment.
- k. Soldiers whose records are flagged IAW AR 600-8-2 are ineligible for entry into the OTOT program until the flag is lifted.
- l. Must possess, or obtain a security clearance required by the position for which applying (NGR 604-10).
- m. Selectees will be approved by the Adjutant General or his designated representative.

5. ADDITIONAL INFORMATION:

- a. Qualified in MOS or qualified within 12 months from date of assignment. Performs the duties prescribed therein in addition to the above.
- b. Type a minimum of 25 words per minute.
- c. Enlisted in a grade not to exceed that specified in the FTUS for the position in the unit of assignment.
- d. Have a valid state vehicle operator's license and be able to be licensed to operate all military vehicles and equipment organic to the unit of assignment.
- e. Meet current standards for enlistment in NDARNG.
- f. All Soldiers, except Fulltime Retention Force at state level, are required to participate with their units of assignment during inactive duty training (IDT) periods and annual training (AT), to include deployments, special projects, and exercises.
- g. Personnel are subject to the system of military justice prescribed by the laws of the State of North Dakota.
- h. All personnel are rated using the OER/NCOER system.
- i. Acceptance of any OTOT position in the NDARNG constitutes concurrence with the requirement to wear the military uniform while performing duty.
- j. Promotion consideration in the OTOT program is not authorized.
- k. Current Soldiers with an incentive agreement who enter in to the AGR/OTOT program with an effective date of 1 Oct 2018 through 27 Sept 2019 and continue to drill in or holds an AGR/OTOT position of the same MOS for which the incentive was contracted may retain the incentive. AGRs cannot extend to receive and incentive.

APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED WILL NOT BE CONSIDERED AND NOT RETURNED.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.