

DEPARTMENT OF
DEFENSE, VETERANS, AND EMERGENCY MANAGEMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

25 October 2012

ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 12-082
TITLE 32 USC SECTION 502 (f)

POSITION: Recruiting & Retention NCO (Statewide)

GRADE: NTE SSG (E6)

SALARY: Full military pay and allowances are based upon military grade and longevity of applicant selected.

CLOSING DATE: 14 November 2012

AREA OF CONSIDERATION:

Open to current Maine Army National Guard Soldiers in the rank of Staff Sergeant (E6) or below qualified or eligible to become qualified in MOS 79T and attend SQI4. (Also see Eligibility Requirement below).

GENERAL: The Recruiting and Retention Battalion is required to maintain an Order of Merit List (OML) per the guidance in NGR 600-5, paragraph 2-5H. This position announcement is only to establish an Order of Merit List (OML) which will be used to fill vacant recruiting NCO positions within the Recruiting and Retention Battalion. The OML will remain valid for 6 months after approval of the Order of Merit List by the COS, until exhausted, or extended by the TAG.

MILITARY ASSIGNMENT: Selected Soldiers will be assigned to an authorized Table of Distribution and Allowances (TDA) position (in the Soldier's current grade) within the Recruiting & Retention Command, Augusta, Maine. Actual duty location will be determined based on needs of the command.

ELIGIBILITY REQUIREMENTS: Selected individual must be, or be eligible to become, 79T qualified per DA PAM 611-21. Note: Award of 79T requires a physical profile (PULHES) of 132221; (a) A minimum score of 110 in aptitude area GT waived 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 waived to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002. A high school diploma or have completed 1 year of college with a high school GED, with no waiver. Also see Area of Consideration above.

AGR applicants must also:

- a. Have served at least 18 months in their current assignment if on initial AGR Tour, unless TAG has waived this requirement.
- b. Have the concurrence of their chain of command.
- c. Meet the criteria specified in Area of Consideration above.

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Non-AGR applicants must also:

- a. Have less than 15 years active federal service (AFS).
- b. Meet the physical qualifications outlined in Chapter 3, Army Regulation 40-501. The Physical Health Assessment (PHA) must be within 12 months before the date of entry on AGR status as well as meet other applicable medical criteria.
- c. Meet height, weight and Army Physical Fitness (APFT) requirements.
- d. Not be flagged for personnel actions.
- e. Meet the criteria specified in Area of Consideration above.

SELECTED RESERVE INCENTIVE PROGRAM (SRIP):

Non-AGR Maine National Guard personnel who are SRIP participants (bonus recipients/student loan repayment program) may have their benefits terminated and/or recouped if selected as a permanent AGR. Applicants should contact the MEARNNG Incentive Manager at (207) 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

MILITARY OCCUPATION SKILL (MOS) REQUIREMENTS: A Soldier selected for an R&R NCO position will be removed from the current EPS list if not in CPMOS 79T, or SQI-4. Soldiers selected for R&R NCO position will be required to attend the ARNG Basic R&R Course (4 weeks at NGPEC, Little Rock, Arkansas). Soldiers seeking career progression in the R&R field are encouraged to request CPMOS 79T on a DA 4187 during the regular EPS cycle.

LENGTH OF TOUR: A selected AGR Soldier will remain on AGR status until the end of his/her current tour. An M-Day selected Soldier will be ordered to AGR status for an initial period of three years. Extension beyond the initial tour is contingent upon the RRB Commander's recommendation and approval of the Adjutant General.

HOW TO APPLY: All applicants must submit the following:

A Completed Police Records Check application (DD Form 369 from the following web site

<http://www.dtic.mil/whs/directives/infomgt/forms/eforms/dd0369.pdf>).

- **AGR applicants will also submit a memorandum of interest through their Chain of Command to the HRO-AGR office.**

- **Technicians and Traditional (M-Day) applicants, as a minimum will also submit an *NGB Form 34-1, (Application for Active Guard/Reserve Tour)* from the following web site <http://www.me.ngb.army.mil/dhr/FORMS/DEFAULT.htm>.**

- **All applicants MUST submit a current resume and last (3) NCOERs (if applicable).**

- Memorandums and Applications must reach the HRO-AGR office **NOT LATER THAN THE CLOSING DATE**. Memorandums and Applications received after the closing date will NOT be considered. The inter-office distribution system may be used (no expense incurred to the government). - Current Maine AGR Job announcements are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "JOBS" link. Select the "AGR" link to get a blank AGR application form (NGB Form 34-1).

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- You may deliver your application and other documents **in person**, or **send** them by:

- **Email** (*Preferred Method*) to hroagrbr@me.ngb.army.mil, or
- **Non government fax** to MENG-HRO-AGR office at (207) 626-4246, or
- **U.S. mail** to "Department of Defense, Veterans, & Emergency Management, ATTN: MENG-HRO-AGR, Camp Keyes, Augusta, ME 04333-0033"

APPOINTMENT: The Adjutant General retains exclusive appointment authority. The AGR Selection Board will make no commitment to any applicant prior to review of qualifications. Appointment(s) will be made from the Order of Merit List (OML) as vacancies occur. Upon authorization from the Chief of Staff to fill an R&R vacancy, the Recruiting and Retention Commander will offer the position to the Soldier ranked highest on the OML. Should that Soldier decline the position, it will be offered to the next ranked Soldier on OML until the position is accepted and Soldier declining position will be removed from the OML. Declination by a Soldier for geographic reasons will not remove that Soldier from the OML. The OML will remain valid for 6 months after approval of the Order of Merit List by the COS, until exhausted, or extended by the TAG.

DISSEMINATION: Supervisors/Commanders will post to bulletin boards, read at unit formations, and notify any and all qualified personnel who may be interested.

The Maine National Guard is an Equal Opportunity Employer.

FOR THE HUMAN RESOURCES OFFICER:

////////signed/////////
MARK K. PERRY
CW3, AG, MEARNG
AGR Manager

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PRIMARY DUTIES AND RESPONSIBILITIES:

- (1) Achieve assigned recruiting mission for fiscal year.
- (2) Ensure that newly recruited Soldiers have a smooth transition into the RSP and assist as needed with transition into unit upon completion of AIT.
- (3) Conform to all moral and ethical requirements of a RRNCO and accepted recruiting practices.
- (4) Establish and maintain effective centers of influence (COIs) and very influential persons (VIPs) within your assigned area.
- (5) Interview prospects regarding membership in the MEARNNG.
- (6) Use provided military equipment and supplies such as laptops, cell phones and GSA vehicles in accordance with published regulations and military doctrine.
- (7) Uses IKROme, Recruiter Zone and Path to Honor to effectively manage and process leads.
- (8) Contact new leads within 24 hours.
- (9) Pre-qualify prospects (using APPLE-MD) to ensure enlistment criteria are met.
- (10) Assist in the scheduling and the administration of high school ASVAB testing and interpretation as appropriate.
- (11) Arrange for transportation and lodging for applicants processing at MEPS.
- (12) Prescreen applicants as needed for their ability to pass the ASVAB test using Path to Honor or MET site prior to processing at MEPS.
- (13) Complete required enlistment documents utilizing your assigned laptop.
- (14) Develop and maintain effective school recruiting programs.
- (15) Conduct prospecting and lead generating activities in assigned area.
- (16) Establish and maintain files, correspondence, and your assigned laptop computer IAW current policies and regulations.
- (17) Prepare and present classes and/or briefings on MEARNNG programs, requirements, opportunities, and benefits of membership for Soldiers, family members, employers, and others as required.
- (18) Assist RSP in the conduct of training, counseling and attrition management of all assigned Soldiers as required.