

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

28 July 2014

ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 14-087
TITLE 32 USC SECTION 502 (f)

POSITION: Officer Strength Manager

GRADE: Not To Exceed CPT/O3

LOCATION: R&R Battalion, Camp Keyes, Augusta, ME 04333-0033

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

CLOSING DATE: 15 August 2014

AREA OF CONSIDERATION: Open to currently assigned Maine Army National Guard Officers in the grade of CPT/O-3 and below. Applicants must not have a DA Form 268, Suspension of Favorable Personnel Actions in effect. (Also see eligibility requirements below)

GENERAL: All non-AGR Soldiers who apply will also be granted concurrent consideration for long term FTNG recruiting positions within RRB.

MILITARY ASSIGNMENT: Selected Soldier will be assigned to an authorized Table of Distribution and Allowances (TDA) position (in the Soldier's current grade) within the Recruiting & Retention Battalion, Augusta, Maine in UMR position JFHQ's TDA and FTMD position 1331/103, CDR Officer Strength Manager.

ELIGIBILITY REQUIREMENTS: Prefer applicants with at least two years of prior sales or recruiting experience, to include documented civilian job experience. Selected individual will be required to complete an NGB prescribed course at Professional Education Center, Little Rock, Arkansas associated with their Full Time Support position within the first year of employment, but preferable within six months of their hire. This is a condition of continued employment.

AGR applicants must also:

- a. Have served at least 18 months in their current assignment 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.

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 last Physical Health Appraisal must be within 12 months before the date of entry on AGR status as well as meet other applicable medical criteria.

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 14-087, dated
28 July 2014 (Cont'd)**

- d. 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 MEARNG Incentive Manager at 430-5922 to determine any possible termination and/or recoupment actions that may result from accepting this position.

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:

- AGR applicants will submit a memorandum of interest through their Chain of Command to the HRO-AGR office. HRO must receive an emailed copy from the Soldier directly prior to the closing date.
- Technicians and Traditional (M-Day) applicants, as a minimum will submit an *NGB Form 34-1*, (Application for Active Guard/Reserve Tour) from the following web site http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm , 23B RPAM Statement, a copy of last ORB, and any documents relating to the job they are applying for.

*****Applications will not be accepted without Applicants Signature*****

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 posted on all unit bulletin boards and are available on the internet at <http://www.me.ngb.army.mil/DHR/ANNOUNCEMENTS/DEFAULT.htm> under the "JOBS" link.

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

- **Email (*Preferred Method*)** to ng.me.mearng.list.hro-agr-br@mail.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"

All Applicants are encouraged to contact HRO office at (207) 430-6025 or (207) 430-5906 to verify receipt of their application prior to the closing date of job announcement unless they have received an email confirmation of receipt from HRO.

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 14-087, dated
28 July 2014 (Cont'd)**

APPOINTMENT: This position will be filled as soon as possible after 28 August 2014. The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors/Commanders, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during the announcement period due to school, illness, mob, temporary duty, etc., should be notified.

FOR THE HUMAN RESOURCES OFFICER:

\\\\\\\\\\\\SIGNED\\\\\\\\\\\\\\
CHRISTOPHER A. MERRILL
CW3, MEARNG
AGR Manager

**ACTIVE DUTY GUARD/RESERVE AGR TOUR ANNOUNCEMENT # 14-087, dated
28 July 2014 (Cont'd)**

PRIMARY JOB DESCRIPTION:

Primary purpose is to operate as the MEARNG Recruiting and Retention Battalion (RRB) Officer Strength Manager (OSM). The OSM serves as the primary officer recruiter and retainer for the state. The OSM will supervise the Warrant Officer Strength Manger (WOSM) and AMEDD Technician. He/she is responsible for achieving the annual officer mission assigned by NGB, with duties as follows:

PRIMARY DUTIES AND RESPONSIBILITIES:

- a. Develop an annual officer Strength Maintenance Plan to include AMEDD, Chaplain, JAG, Warrant Officer, and Basic Branch officers.
- b. Coordinate with the MILPO, RRB, Officer Personnel Manager, and other senior leaders and commanders as directed in order to develop officer procurement priorities.
- c. Assist the Regional Training Institute (RTI) with the development of an effective OCS recruiting program.
- d. Establish liaison with State ROTC programs and assigned Recruiting Operations Officer (ROO).
- e. Work with Recruiting Retention NCOs to develop recruiting programs and materials to increase the number of ROTC graduates/candidates that join the ARNG.
- f. Actively recruit qualified officers assigned to the IRR, to include all military services.
- g. Ensure that applications for appointment are complete and submitted IAW guidance published by the Department of the Army and NGB.
- h. Facilitate officer transfers into and out of the state and from Active Duty. Ensure visibility of all officer vacancies throughout command channels.
- i. Work with commanders to ensure that effective officer sponsorship and retention programs are in place.
- j. Coordinate with the Officer Personnel section and Standard Installation/Division Personnel System (SIDPERS) to develop and provide statistical data on officer recruiting and retention to the RRB Commander.
- k. Utilize and supervise Direct Commission Accessions (DCA) applications/packets as applicable.