



VIRGINIA NATIONAL GUARD  
NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT

**ANNOUNCEMENT #** 18-15 AR

**POSITION TITLE:** Recruiting and Retention NCO (RRNCO)

**GRADE:** SGT/E5-SSG/E6

**MOS/AOC:** 00F34

**LOCATION:** Various Locations, Virginia

**UNIT:** Recruiting and Retention Battalion

**FEMALE ASSIGNMENT ELIGIBILITY:** Yes

**OPENING DATE:** 01 October 2015

**CLOSING DATE:** 30 September 2016

**WHO MAY APPLY:** Open to all AGR/Military Technician/Traditional soldiers in grade SGT/E5 to SSG/E6 who are members of the Virginia Army National Guard or eligible to become member of the Virginia Army National Guard. (NATIONWIDE)

**REQUIRED QUALIFICATIONS:** Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10, 600-60, 601-280, AR 40-501 and AR 135-18.

**BRIEF DESCRIPTION OF DUTIES AND RESPONSIBILITIES:** Recruiting & Retention NCOs must conform to the highest moral and ethical responsibilities required of a NCO. RRNCOs are responsible for managing their own time and often work long and erratic hours to accomplish assigned missions. Must maintain compliance with applicable strength maintenance regulations, policies, procedures, and State guidance. Establishes and maintains contacts in designated recruiting area in order to generate interest, leads and enlistment into the VaARNG. Conducts telephone prospecting, area canvassing and other lead generation activities. Establishes and maintains effective centers of influence (COIs) and very important persons (VIPs) in schools, civic and government organizations. Develops, implements, and maintains effective school recruiting programs. Presents formal and informal presentations to various school and civic groups concerning the VaARNG mission/role, history, programs, features, benefits, and various enlistment opportunities. Pre-qualifies prospects to ensure current, basic enlistment eligibility criteria are met. This includes enlistment options, programs, obligations, IET requirements, selective reserve incentive programs (SRIP) and the Montgomery GI Bill. Advises and assists unit commander(s) in assigned areas in developing and implementing an effective strength maintenance program, to include action plans for major training activities, unit events, classes, and seminars. During mobilization and as otherwise required assists commander(s) in the design, development, and implementation of a Family Assistance Center. Conducts retention interviews as required

**SPECIAL INFORMATION**

- If selected, the candidate must complete Positions of Significant Trust (POST) screening. The candidate has 14 days to complete a background investigation and behavioral health interview (BHI), the unit will assist the selected candidate. IAW ALARACT 188/2014.
- Must have a minimum of 110 GT score. GT score of 110 can be waived to 100 if the ST score is (a) 96 for ASVAB tests administered on and after 02 January 2002 or (b) 100 for ASVAB tests administered prior to 02 January 2002. GT and ST scores are documented on the Enlisted record Brief (ERB) or the REDD Report.
- High school diploma graduates or has completed one (1) year of college with a GED (no waiver).
- No record of conviction by Special or General Courts-Martial or Civilian Courts of Offenses listed in AR 27-10 (Military Justice), Chapter 24, or otherwise required to register as a sexual offender under AR 27-10, Chapter 24.
- Must complete Recruiting & Retention NCO course at the National Guard Professional Education Center within the initial 180 days of the AGR tour.
- **Favorable Action Statement:** This document must be signed by your Commander or their designated representative within the last 30 days, identifying that the service member is not / should not be under a current suspension of favorable personnel action. VAARNG Soldiers flagged in RCAS as of the closing date of the announcement will be disqualified.

**Note:** This is a 3-year stabilized tour, which may or may not be extended based on the needs of the service. Relocation may be required. Selected Soldier will be assigned to a station location based on the needs of the Virginia Army National Guard.

**QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:**

**MEMBERSHIP:** When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS Soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

**AGE:** If an enlisted Soldier, must be 18 years of age and not have reached his or her 55<sup>th</sup> birthday.

**PHYSICAL AND MEDICAL:** Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), and not be pregnant, per AR 135-18. Must meet the body composition standards prescribed in AR 600-9. Applicant must meet the medical fitness standards for retention per AR 40-501, chapter 3.

**MILITARY EDUCATION:** If an enlisted soldier, must have completed initial entry training (IET)

**YEARS OF SERVICE:** Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

**REENLISTMENT OR EXTENSION:** If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

**ADMINISTRATIVE REQUIREMENT:** Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

**APPLICATION PROCEDURES**

Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**) and **Geographical Preference Sheet**.
2. Copies of last **three consecutive** NCOERs if applicable. If you are a new E5 and have not received an NCOER, you **MUST** submit a Letter of Recommendation from your **COMMANDER** in lieu of the NCOER.
3. Current certified copy of Enlisted Record Brief (ERB).
4. Copy of current physical (MEDPROS printed-out data within one year).
5. DA photo taken within 12 months. **NOTE: Deployed applicants may take photo in ACU's. If an Applicant has not been issued ASU's, the photo can be taken in ACU's**
6. Last 3 years of DA Form 705 (include all DA Form 705 (include all DA Forms 3349, if applicable).
7. Current Height and Weight Statement
8. Any additional information the applicant may wish to submit for consideration (i.e., Letters of Recommendation, awards, etc.)
9. Copies of all DD Form 214s and a copy of current RPAM Statement
10. Driving Record Report and Proof of Insurance (dated within 30 days)

Submit applications to this HQ, ATTN: JFHQ-HRO, PRN: 210, 5901 Beulah Road, Sandston, Virginia 23150, NLT close of business on the closing date of this announcement. Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **Scanned or faxed applications will not be accepted.**

**POC FOR ADDITIONAL INFORMATION:** SFC Shawn Oliver (804) 236-7831, or at [shawn.l.oliver.mil@mai.mil](mailto:shawn.l.oliver.mil@mai.mil) or CW4 D' Juana Goodwin at (804) 236-7823, or at [djuana.l.goodwin.mil@mail.mil](mailto:djuana.l.goodwin.mil@mail.mil)

Complete this form and submit with the AGR application packet when applying for the open Supply Sergeant vacancies.

**Announcement Number: #18-15 AR, Recruiting and Retention NCO**

- A. Name/Grade/Last Four of SSN: \_\_\_\_\_
- B. Current Unit/Component: \_\_\_\_\_
- C. Check the geographical area for which you wish to be considered. You may choose more than one geographical area.

BEDFORD		FREDERICKSBURG		RADFORD	
BIG STONE GAP		GATE CITY		RICHLANDS	
BLACKSTONE		HAMPTON		RICHMOND	
BOWLING GREEN		HARRISONBURG		ROANOKE	
BRISTOL		LEESBURG		ROCKY MOUNT	
CHARLOTTESVILLE		LEXINGTON		SANDSTON	
CHATHAM		LYNCHBURG		SOUTH BOSTON	
CHRISTIANSBURG		MANASSAS		STAUNTON	
CLIFTON FORGE		MARTINSVILLE		SUFFOLK	
DANVILLE		NORFOLK		VA BEACH	
EMPORIA		ONANCOCK		WARRENTON	
FARMVILLE		PENNINGTON GAP		WEST POINT	
FT A.P. HILL		PETERSBURG		WINCHESTER	
FT BELVOIR		PORTSMOUTH		WOODSTOCK	
FT PICKETT		POWHATAN			
FRANKLIN		PULASKI			

- D. \_\_\_\_\_ I wish to be considered for a position anywhere in the state of Virginia. I understand that I will be obligated to this position for three (3) years, unless command directed to a new position.

\_\_\_\_\_  
SIGN & DATE

Send this document with your application packet to: Mullins Armory, ATTN: NGVA-HR, 5901 Beulah Road, Sandston, VA 23150-6112