



**VIRGINIA NATIONAL GUARD
NATIONWIDE
ARMY AGR VACANCY ANNOUNCEMENT**



ANNOUNCEMENT # 03-17 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: 19 October 2016

CLOSING DATE: 30 September 2017

WHO MAY APPLY : Open to all AGR/Military Technician/Traditional Soldiers in grades **E5 to E6** who are members of the Virginia Army National Guard or eligible to become members of the Virginia Army National Guard.

NOTE: SPC/E4 May apply, however they must be a graduate of the **Basic Leaders Course (BLC)**.

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. Specific tasks, duties, and responsibilities include the following:

- 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

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

SPECIAL INFORMATION

- **If selected, the candidate must complete Positions of Significant Trust and Authority (POSTA) 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 110 GT score or applicant can request only one of the following waivers:**
 1. **Line score waiver.** Test documenting line score must be no older than five years from the date that the course begins. Enlisted Record Brief is the accepted source document for the scores.
 2. **A minimum score of 110 in aptitude area GT waiver to 100 and 96 in aptitude area ST on ASVAB**
- **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.**
- **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. Elected soldiers will be assigned to station location based on the needs of the service.**

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 five **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. Most recent Medical Protection System Individual Medical Readiness (IMR) Record accessible through AKO. The IMR must be dated within the last 12 months to be valid.
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 with a letter from the Supply Sergeant, 1SG or Commander. An official DA Photo is NOT required for E-5's and below; however, a photo in dress uniform must be submitted.**
6. Current Height and Weight Statement.
7. Last 3 years of DA Form 705 (include all DA Form 705 (include all DA Forms 3349, if applicable).
8. Any additional information the applicant may wish to submit for consideration (i.e., Letters of Recommendation, awards, etc.)
9. Copies of all DD214s and a copy of current RPAM Statement
10. Driving Record Report and Proof of Insurance (dated within 30 days)
11. 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.

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 at shawn.l.oliver.mil@mai.mil or at (804) 236-7831, or CW4 D' Juana Goodwin at djuana.l.goodwin.mil@mail.mil or (804) 236-7823.