



AGR VACANCY ANNOUNCEMENT (AMENDED)



**HUMAN RESOURCE/AGR OFFICE
NEW MEXICO NATIONAL GUARD
47 BATAAN BOULEVARD
SANTA FE, NM 87508**

**ANNOUNCEMENT NUMBER:
M-12-1014**

**OPENING DATE:
22 JUNE 2012**

**CLOSING DATE:
(27 JULY 2012)**

**POSITION DESCRIPTION:
RECRUITING & RETENTION
NCO (79T30) 2 Vacancies
Min score of 110 in area GT, or
waivable to 100 with 96 in area
ST**

GRADE:
Maximum: E-6

Minimum: E-5

OPEN FOR FILL:

STATE

NATIONWIDE

UNIT OF ACTIVITY:

Recruiting and Retention Command
47 Bataan Blvd
Santa Fe , NM 87508
Vacancies are in Santa Fe and Roswell

TYPE OF POSITION

NMANG

NMARNG

MILITARY ASSIGNMENT:

Same as Unit of Activity, NMARNG
State wide

EVALUATION FACTORS USED:

APFT, Weigh-in, Interview, review of individual applications and board selection.

AREA OF CONSIDERATION: Open to **all members** of the New Mexico Army National Guard.

MOS QUALIFICATION REQUIREMENTS: Applicants must be qualified or have the ability to become qualified within one year of the initial assignment per NGR (AR) 600-5.

NOTE: Technician personnel who are selected for AGR positions will be required to go LWOP from their technician position prior to appointment to the AGR position.

ELIGIBILITY: All members of the NMARNG. To qualify for appointment, individuals **MUST MEET ALL** initial eligibility requirements of AR 135-18 and NGR 600-5.

- a. Must be or become a member of the NMARNG prior to entering the AGR program.
- b. Must be able to serve a minimum of five (5) years in an active duty status prior to completing 18 years of Active Federal Service (AFS) or reaching Mandatory Removal Date (MRD) whichever is earlier.
- c. Must meet medical standards prescribed in Chapter 2 of AR 40-501, and a Periodic Health Assessment (PHA) must be completed within 12 months prior to entering the AGR Program.
- d. Must meet physical standards prescribed in AR 600-9. Physical profile of 132221.
- e. Must have sufficient time remaining on current enlistment to complete an initial three (3) year tour.
- f. Must not be receiving or eligible to receive Federal Retirement annuity or Military Retired Pay.
- g. Must not be a candidate for or holding an elected Civil Office or engaged in partisan political activities.
- h. Must not be under a current Suspension of Favorable Personnel Action (FLAGG).
- i. Must not have resigned from the AGR program or other military service in lieu of adverse action.
- j. Must not have been separated from the AGR program or other military service for cause, unsuitable or unfitness.
- k. Individuals who were not selected for continuation in the AGR program are ineligible for selection.
- l. Applicants will be administered and must pass an APFT and weigh-in as part of the consideration process.
- l. Minimum score of 110 in area GT, waivable to 100 and 96 in area ST.
- m. Applicants must be able to obtain a security clearance of secret.
- n. Applicant must qualify for the government credit card.
- o. All applicants must favorably pass screening of law violations prior to entering the AGR Program.

DOCUMENTS REQUIRED FOR AGR APPLICATIONS: (Packets not containing all documents IAW guidance below will be returned without action.)

NOTE: DO NOT submit your application in binders or document protectors.

Following documents are required:

- a. NGB Form 34-1 (OCT 2010), Application for AGR position.
- b. ERB (Certified true copy-signed and reviewed by soldier within last 90 days)
- c. DA Photo (within last 5 years acceptable if no changes ie. rank, services stripes, awards)
- d. Ensure current (within 12 months) Periodic Health Assessment (PHA) is annotated in MEDPROS
- e. Copy of Permanent Profile (DA Form 3349) (if applicable)
- f. Last five (5) NCOER's or SPC Assessment worksheet
- g. All DD Form(s) 214/DD 220 (all periods of active duty).
- h. NGB Form(s) 23b (RPAM statement current within last 90 days)
- i. DA Form 705 (within six months)
- j. Copies of DA 5500-R (if applicable).
- k. Copy of current driver's license.
- l. **Memo for record indicating in which location(s) applicant are requesting to be considered for. Must be willing to PCS entire family**

NOTE: You may include other supporting documentation or letters of recommendation.

ACCEPTANCE TIMELINE: Applications **MUST** be received in our office NLT 1600 hours on the Closing Date of the Announcement. We will date-stamp applications the same day of receipt.

NOTE: Applications cannot be sent via U.S. mail at government expense. Faxed applications will not be accepted.

EQUAL EMPLOYMENT OPPORTUNITY: HRO will screen applications without regard to race national origin, lawful affiliations, martial status, membership/non-membership in an employee organization, or to any handicap, which does not interfere with accomplishment of the position requirements.

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Responsible for assisting unit in their plans and programs to enlist quality individuals. Interviews and counsels prospective enlistees. Gathers individual data and prepares forms and documents incident to enlistment processing. Maintains prospect data and files. Establishes and maintains contacts with school officials, public officials and religious and civic leaders and groups. Presents formal and informal talks on advantages of the Army National Guard to civic and service organizations and student bodies. Distributes and displays recruiting publicity material. Conforms to all moral and ethical requirements of an ARNG recruiter and accepted recruiter practices. Establishes and maintains contacts in sufficient numbers and within the proper markets to achieve recruiting objectives. Establishes and maintains effective centers of influence/very influential persons in schools, civic groups, local governing bodies and supported units. Presents formal and informal presentations to various school and civic groups to generate leads for enlistment in the ARNG. Establishes and maintains liaison with radio, television and print media to keep the ARNG in the public view. Establishes and maintains displays and exhibits to promote interest in the ARNG. Interviews prospects regarding membership in the ARNG. Pre-qualifies prospects to ensure enlistment criteria are met. Assists in the scheduling and the administration of High School ASVAB testing as appropriate. Arranges for transportation of applicants to Entrance Processing Station (MEP) and Military Examination Test Site (METS) for enlistment processing. Administers Enlistment Screening Test (EST) to all applicants prior Production ASVAB testing as appropriate. Completes required enlistment, administration prior to transporting applicant to MEPS. Establishes and maintains a good working relationship with Organizations/units in assigned area. Develops and maintains effective school recruiting programs. Conducts

Prospecting and lead generating activities in assigned area. Establishes and maintains files, correspondence, prospect cards and lead refinement lists in accordance with current policy and regulation. Performs other duties as assigned.

Retention duties: Evaluates the retention/attrition environment, collects data and information, and evaluates results. Evaluates organizational/unit applications of the retention/attrition program, identifies and recommends corrective action(s) for deficient areas. Evaluates loss data reports from SIDPERS-ARNG and other sources to determine trends and recommends corrective action within units/organization. Assists commanders in implementing retention/attrition management programs. Assists commanders in developing, conducting and maintaining retention incentives and retention awards programs. Obtains, prepares, distributes and displays retention promotional items. Prepares and present classes and /or briefings on ARNG programs, requirements and the opportunities and benefits of membership for soldiers, family members, employers and others as required. Reviews transfer and separation requests IAW NGR 601-280 and State regulations and recommends alternatives if appropriate. Advises leaders on retention/attrition matters; reinforces positive actions, programs, influences, trends and indicators that promote retention. Presents negative aspects of and recommend changes to areas that adversely affect retention. Advises commanders and leaders on regulations/policy governing bars extension/immediate reenlistment/reenlistment. Prepares and conducts training/seminars/meetings for attrition management personnel, officers, NCO and other leaders and key personnel. Assists commanders in implementing Family Assistance and Support Programs. Provides Family assistance during mobilization under the supervision of the State Retention SGM and/or Assistant State Retention NCO, if applicable. Monitors and assists in matters pertaining to employer support of the Guard and Reserve program. Monitors and assists in matters pertaining to employer support of the Guard and Reserve program. Monitors and evaluates units' involvement in sponsorship program. Conducts retention interviews. Performs other duties as assigned.

NOTE: INCOMPLETE PACKETS WILL NOT BE CONSIDERED

SPECIALIST PROMOTION ASSESSMENT WORKSHEET
 (For use, see AGONM Pam 600-200. The proponent agency is NMAG-APA-MPM.)

Name _____ SSAN _____ CPMOS _____

Unit _____

Rater Assessment

(This area completed by soldier's first line leader)
 (A hand written comment for each area is encouraged.)
 (Place an "X" in the appropriate box for the area under consideration.)

Word Picture

4 Best	3 Strong	2 Solid	1 Qual	0 Poor
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Professional Attributes and Ethics

Bullet:

Initiative (Seeks challenges, Leadership Assignments, MOSQ)

Bullet:

Technical and Tactical Proficiency (MOSQ/Experience/CTT)

Bullet:

Military Appearance and Bearing

Bullet:

Leadership Potential – Set Example (Be, Know, Do)

Bullet:

Training – (Last Annual Training Performance)

Bullet:

Responsibility – (Drill Attendance)

Bullet:

Potential

Bullet:

Note: Bullet comments are mandatory for ratings of 0, 3, and 4.

Senior Rater Assessment

(This area completed by the Platoon Sergeant or First Sergeant.)
 (A hand written comment for each area is encouraged.)
 (Place an "X" in the appropriate box for the area under consideration.)

Word Picture

4 Best	3 Strong	2 Solid	1 Qual	0 Poor
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Overall Performance

Bullet:

Overall Potential

Bullet:

 Print or Type Rater's Name then Sign & Date

 Print or Type Senior Rater's Name then Sign & Date