



ALASKA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

STATE OF ALASKA
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
POST OFFICE BOX 5800
JOINT BASE ELMENDORF-RICHARDSON, ALASKA 99505-5800

ANNOUNCEMENT NUMBER: 25-023 DATE: 12 Jun 25 CLOSING DATE: 11 Jul 25
POSITION TITLE: Recruiting and Retention NCO (Various Locations)
MOS/AOC: 00F
PARA: XX / LINE: XX
MAXIMUM AUTHORIZED MILITARY GRADE: E7
SELECTING SUPERVISOR: CSM Robert Masterman

APPOINTMENT FACTORS: OFFICER() WARRANT OFFICER () ENLISTED (X)

LOCATION OF POSITION:
Various locations to include: Anchorage, Wasilla, Fairbanks, Juneau, Kenai, and Bethel.

WHO MAY APPLY:
Must be a current member of the AK Army National Guard within the grade(s) of E4 (BLC Complete) and E7.

AREA OF CONSIDERATION: Open to members within the grades BLC Complete E4 to E7

BRIEF JOB DESCRIPTION:
The Recruiting and Retention NCO (RRNCO) prospects in assigned area to generate leads and referrals, schedules appointments and conducts sales interviews to obtain enlistments, conducts follow-up interviews to retain current unit members, and processes extensions in support of the Strength Maintenance mission of recruiting, retention, and attrition management. The RRNCO conducts lead refinement, telephone/sales prospecting, and schedules applicant testing/physical processing at the Military Entrance Processing Station IAW their assigned annual enlisted accession mission. This includes but not limited to engagement with high schools, universities, civic organizations, centers of influence, VIPs, and supported unit. The RRNCO prepares and conducts presentations about the ARNG on such topics as the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history. The RRNCO pre-qualifies referrals, prospects, leads and/or current members to determine their eligibility for enlistment or extension using the Army Recruiting Information Support system (ARISS) and Retention Management Software (RMS). Refer to NGR 601-1 paragraph 2-19 dated 1 April 2025 for more information on the duties description.

INITIAL ELIGIBILITY CRITERIA:

Applicants must meet ALL initial eligibility requirements to become a member of the Active Guard Reserve (AGR) Program, outlined in NGR 600-5 and AR 135-18, Page 3, Table 2-1. Individuals who have been separated from other military services for cause, unsuitability or unfitness for military service are not eligible to enter the AGR program without an approved waiver (If applicable). Soldiers during their initial tour, OPLB/EPLP reassignment, or rehires will not be considered for an AGR open announcement within the first 18 months without an exception to policy (ETP) with the exception of Inspector General NCOIC, Aide-de-Camp, TAG XO, Assistant Professor of Military Science (AMPS), and APMS NCOIC announcements.

1. Security Clearance (MUST HOLD): SECRET
2. Applicants in the grade of E4/SPC must have successfully completed Army Basic Leader Course (BLC).
3. Aptitude Requirement: (a) Minimum score of 110 in aptitude area GT waivable to 100 (OR GT score of 95 with Skilled Technical (ST) of 95).
4. Physical Profile: PULHES requirement of 132321
5. Applicants must meet eligibility for Recruiter Duty per established criteria in Army Directive 2018-16 (Suitability Criteria for Military Personnel in Specified Positions)

Additional eligibility requirements which are unique to this position:

- Applicants must be willing to complete HRR Form 600 and meet eligibility for Recruiter Duty screening criteria outlined in Army Regulation 600-78 Army Suitability Fitness and Credentialing Program.
- If selected for this position, approval of Command Sponsorship through the Exceptional Family Member Program (EFMP) may be required.
- Soldier must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR Program.
- Must be willing to reside in (relocate to) and work in any location within the state where RRB has a recruiting station, for a 3 year tour. These locations include Anchorage, Wasilla, Fairbanks, Juneau, Kenai, and Bethel.

PREFERRED QUALIFICATIONS:

SPECIAL ANNOUNCEMENT CRITERIA:

If selected for this position, be advised that you may lose your military signing bonus if payment has not been completed and you may lose some of your G.I Bill benefits if currently in use. If selected for this position approval of Command Sponsorship through the Exceptional Family Member Program (EFMP) evaluation may be required. Continuation beyond Initial 3 year tour will be subject to evaluation based on AGR Subsequent Tour Continuation Board. If applicable, selectee does not possess the advertised MOS, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination from the AGR program. Extension past 12 months will only be considered if the delay is through no fault of the selectee. There is a three year Mandatory Service Obligation for accepting a position with Ground-based Midcourse Defense (GMD) or Civil Support Team (CST).

INSTRUCTIONS FOR APPLYING:

The documents listed WILL be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.

1. NGB 23; RPAM Statement (Must be within six months old) National Guard Only
2. Resume (Please include personal and military email)
3. NGB 34-1 Application (Unsigned applications will not be accepted)
4. Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. *** Print the 1 page IMR report, not the webpage screen or medical questionnaire.
5. Copy of Soldier Record Brief (Must be within 6 months) OR Soldier Talent Profile
6. Last five Evaluations Reports (if applicable)
7. Statement of all active service performed-ALL DD220, DD214 and any accompanying DD215 as applicable
8. Proof of BLC graduation (1059 or equivalent)
9. DA Form 705-Test: ACFT Scorecard (Must show a passing score within 6 months of application)
10. Valid State Drivers License.
11. Any documents pertaining to Additional Eligibility requirements

ADDITIONAL INSTRUCTIONS FOR APPLYING:

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the listed documents through FTSMCS Jobs. To access the FTSMCS Jobs Application, click on the following: <https://ftsmcs.ngb.army.mil/> ⇒ Applications Toolbar ⇒ ARNG-HRA ⇒ Jobs ⇒ Apply for a Position. No other method of submission will be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Complete applications must be received in HRO-AGR office no later than 2359 EST of the closing date. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for but the complete application package must include all documents listed above. All documents are required by the Human Resource Office to determine qualifications. If the requested documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy.

CONTACT INFORMATION:

Staffing and Accessions

COMM: (907) 428-6142

EMAIL: ng.ak.akamg.mbx.agr-team@army.mil

EQUAL OPPORTUNITY:

The Alaska National Guard is an Equal Opportunity Employer. It is policy of the AKNG to provide a discrimination-free environment for all employees and applicants for employment. Equal Opportunity principles must govern all aspects of the Alaska National Guard's personnel practices. All supervisors, managers, and employees share in the responsibilities to foster a climate of Equal Opportunity. Acts of unlawful discrimination on the basis of race, color, national origin, religion, sex (including pregnancy, gender identity, and sexual orientation), sexual harassment, or reprisal based upon participation in an EO matter will not be tolerated in the AKNG.