

**ARMY National Guard AGR Vacancy Announcement**

**DEPARTMENT OF THE ARMY  
MICHIGAN NATIONAL GUARD JOINT FORCES HEADQUARTERS  
3423 North Martin Luther King Junior Boulevard  
Lansing, Michigan 48906**

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**ANNOUNCEMENT NUMBER: 23-075**

**DATE: 08 Mar 23**

**CLOSING DATE: 06 Apr 23**

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**POSITION TITLE, PARA LIN, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
RECRUITING AND RETENTION NCO - Nationwide Posting (9 Vacancies), PARA 000 LIN 00, E6, 00F**

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<b>APPOINTMENT FACTORS:</b>	<b>OFFICER( )</b>	<b>WARRANT OFFICER( )</b>	<b>ENLISTED(X)</b>
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**ORGANIZATION / LOCATION OF POSITION:**  
RECRUITING AND RETENTION BATTALION, LANSING, MI 48906

Posting is for 9 vacancies throughout Michigan:  
Wyoming 49509; Kalamazoo 49008; Warren 48088 x 2;  
Ypsilanti 48197; Houghton 49931; Bay City 48706; Cadillac 48603; Saginaw 48603

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**WHO MAY APPLY:**  
Must be a current member of the National Guard within the grade(s) of E4 and E6.

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**AREA OF CONSIDERATION:** This position is **open to the grades of: E4 to E6. In order to be considered for this position applicants must meet minimum qualifications as outlined on this announcement. The selected Soldier will receive an AGR Tour order with the Michigan Army and/or Air National Guard.**

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**INSTRUCTIONS FOR APPLYING:** All applications must be submitted in FTSMCS. 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. (MDay) NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position) completed and signed.
  2. (AGR) Cover letter/memorandum (IAW AR 25-50) indicating interest in the position including the following information: Advertisement number, Phone Number, Current Home Address, E-mail Address, and a list of all MOSs, ASIs and SQIs obtained, and a short summary of personnel/professional experience that qualifies you for the position.
  3. (All) Copy of latest three OERs/NCOERs. If you do not have a minimum of three OERs/NCOERs, a letter of recommendation or written performance evaluation (within 30 days of the vacancy closing date) from Soldier's Commander, Platoon Leader/Sergeant, or Section/Squad Leader is required.
  4. (All) Copy of Officer Record Brief (ORB) or Enlisted Record Brief (ERB) with most current aptitude scores (\*Selection Board copy only\*).
  5. DD Form 369, Police Records Check. Please only fill out blocks 2-9b. and sign in block 11. Do not send to police station. Further action and processing will be taken by the hiring organization.
  6. DA Form 7424, Sensitive Duty Assignment Eligibility Questionnaire.
  7. MIARNG AGR POSTA Annex B Questionnaire.
  8. (All) Copy of MEDPROS Individual Medical Record (IMR) screen dated within 30 days of the vacancy closing date (You can download your IMR by selecting the Medical Readiness Portal link when submitting your application).
  9. If there is a 3 or 4 in current PULHES, please include verification of MAR2 proceedings and results. MAR2 must be completed prior to application.
  10. Army Combat Fitness Test (ACFT) printout from the Digital Training Management System (DTMS) dated within 30 days of vacancy closing date. (Request from Readiness/Admin NCO).
  11. (All) Height/Weight history printout from Digital Training Management System (DTMS) dated within 30 days of the vacancy closing date (request from unit Readiness/Admin NCO).
  12. (All) Copy of DA 5500/5501 from your most recent weigh-in, only applicable for Soldiers that were taped. (must request from unit Readiness/Admin NCO).
  13. (All) Statement from commander/authorized representative indicating applicant is not under current suspension of favorable actions, signed within 30 days of vacancy closing date (request from unit Readiness/Admin NCO).
  14. (All) Any civilian education/training, military education/training, or additional documentation to support special skills or experience.
  15. (MDay) Copy of NGB Form 23B, dated within 30 days of vacancy closing date (request from unit Readiness/Admin NCO).
  16. (MDay) Copies of all issued DD214 (and DD215 if applicable).
  17. (All) Memorandum explaining any missing documentation or deficiencies with application requirements, IAW AR 25-50 (if applicable).
  18. **\*\*If you are having issues submitting in FTSMCS, please send a completed copy of your application to [katrina.m.golab.mil@army.mil](mailto:katrina.m.golab.mil@army.mil) at Federal HRO.\*\***
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**POSITION COMPATIBILITY REQUIREMENTS:**  
**The individual must qualify for and be placed in the following compatible MOS/AOC: 00F**

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- MINIMUM APPOINTMENT REQUIREMENTS:**
1. Must meet all selection criteria for service as an ARNG Non-Career Recruiter as listed in NGR 601-1, para 4-9, in order to apply.
  2. Must meet qualification standards IAW DA PAM 611-21, Chapter 10 (MOS Specifications).

3. E5 and E6 applicants must have a minimum General Technical (GT) score of 110 (waivable with minimum GT score of 100 or minimum GT score of 95 and Skilled Technical (ST) of 95).
4. Soldiers currently above the maximum grade listed for this position must be willing to take a voluntary reduction in order to accept this position.
5. Must be at least 21 years old in order to apply.
6. Must have no less than 3 years Time in Service (TIS) at the time of selection.
7. M-Day Soldiers in the grades of E4-E5 must not have more than 11 years of total Active Federal Service (AFS).
8. M-Day Soldiers in the grades of E6-E7 must not have more than 15 years of total Active Federal Service (AFS).
9. Must have completed BLC in order to apply.
10. Must not currently be nor have previously been enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type (waiver not authorized).
11. Must be able to engage in verbal conversations, sit for extended periods of time, review documents and records/correspondence.
12. Must not possess obviously distracting physical characteristics or mannerisms.
13. Must not have a shaving profile (waiver not authorized) in order to apply.
14. Must possess excellent military appearance and bearing. Tattoos must be in compliance with AR 670-1 and DA PAM 670-1.
15. Must already possess or meet requirements to obtain a Secret security clearance.
16. Must possess a current/valid Driver's License.
17. Must complete a DD Form 369 for use in Police Records check (Fill out blocks 1 - 9 and sign block 11).
18. Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424).
19. Must be in compliance with Positions of Significant Trust and Authority (POSTA) requirements.
20. Must be in compliance with Recruiter and Training Cadre Suitability requirements.
21. Must not have received a Relief for Cause NCOER.
22. Must have not filed a petition claiming bankruptcy within the last 3 years, and not currently be responsible for making any payments as a result of any such action.
23. Must never have been the subject of adjudication (including proceedings under the provisions of Article 15, State or Federal Uniform Code of Military Justice) or had adverse action taken by any authority for any offense that involves moral turpitude, regardless of sentence received or any offense under the State or Federal UCMJ for which confinement of 2 years or more may be adjudicated (waiver not authorized).
24. Must have a current, for record, passing Army Combat Fitness Test (ACFT) within 6 months of position closing date.
25. Must have a Physical Health Assessment (PHA) within 12 months in MEDPROS IAW AR 40-501 prior to the closing date of the advertisement.
26. M-Day Soldiers must not have a temporary profile IAW AR 40-501 at the time of vacancy closing date.
27. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
28. Must have a current passing height/weight within 6 months of closing date.
29. Must not be under a suspension of favorable actions IAW AR 600-8-2.
30. If selected, Soldiers outside the state of Michigan will need to complete an Interstate Transfer (IST) prior to the start of their AGR Tour Order..
31. If selected, Soldier will be required to complete the ARNG Non-Career Recruiter (SQI 4) course within 12 months from assignment.
32. Soldiers who apply and are selected will be stabilized for 36 months from the date of assignment.
33. Applicants may be considered for future vacancies within the Recruiting and Retention Battalion throughout the state, to include (but is not limited to): Greenville, Grand Ledge, Corunna, Wyoming, Montague, Belmont, Holland, Fort Custer, Albion, Dowagiac, Kalamazoo, St. Joe, Flint, Lapeer, Port Huron, Pontiac, Farmington Hills, Livonia, Howell, Ypsilanti, Adrian, Taylor, Ypsilanti, Detroit, Warren, Sterling Hts, Marquette, Kingsford, S.St. Marie, Cadillac, Bay City, Midland, Alma, Alpena, Traverse City, Grayling Armory, Big Rapids, and Saginaw.

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**BRIEF JOB DESCRIPTION:**

Responsible for recruiting accession mission. Prospect for leads, prepare prospect cards, refine leads, conduct school programs. Determine basic enlistment eligibility. Pre-qualifies an individual for enlistment. Determines eligibility for extension or immediate reenlistment. Conducts enlistment, attrition management and retention interviews. Explains the selected reserve incentive program and the Montgomery GI Bill, initial entry training (IET) requirements, test results, enlistment options/programs/obligations, non-regular service retirement, and employer support and reemployment rights. Evaluate unit sponsorship programs. Briefs applicants on MEPS processing. Prepare and complete an enlistment packet. Counsels an applicant. Evaluate unit's retention environment. Explain strength maintenance recognition programs. Conduct a strength maintenance interview and briefing. Develop time management work plans. Review extension/immediate reenlistment procedures. Identify alternatives to separation/transfer/discharge. Evaluate retention data, forms and files. Explains the National Guard Family Program. Identify resources for family assistance. Provide referral services for family members. Prepare DD Form 1172 (Application for Uniformed Services Identification Card--DEERS) for DEERS enrollment. Develop a marketing plan. Prepare an advertising budget. Determine regulatory requirements for advertising.

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**SELECTING OFFICIAL:**

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**CONTACT INFO:**

SFC Katrina Golab  
(Com) 517-481-7719  
(Email) katrina.m.golab.mil@army.mil

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**EQUAL OPPORTUNITY:**

The Michigan National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.