



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
CEDAR STREET ARMORY – 600 CEDAR STREET
ST. PAUL, MN 55101
TELEPHONE: (651) 282-4155 DSN: 825-4155

**ACTIVE DUTY OPERATIONAL SUPPORT (ADOS)
VACANCY ANNOUNCEMENT
ARNG 21-003**

OPENING DATE: 1 October 2020

CLOSING DATE: 30 September 2021

RANK/GRADE: SSG/E-6

POSITION TITLE: Recruiting & Retention NCO

MOS/AOC/BRANCH: 00F34

DUTY LOCATION: MN Recruiting & Retention Battalion, Duty Station: Statewide

SELECTING OFFICIAL: CSM Shawn Kor, 651-281-3840

WHO MAY APPLY: ENLISTED PV1/E1 through SSG/E-6. Applicants must have the following ASVAB Scores: GT 100 and ST 96. The military grade of the supervisor must equal or exceed the grade of personnel supervised. Personnel who are members or are eligible to become members of the Minnesota Army National Guard.

REMARKS: PCS is not available. This position will work at times outside of normal work hours.

DUTIES AND RESPONSIBILITIES: The Recruiting and Retention NCO (RRNCO) is responsible for all three tenets of the Strength Maintenance Program; (Recruiting, Attrition Management and Retention). The RRNCO is a critical part of the Strength Maintenance Program and is absolutely essential to maintaining the strength and relevance of the ARNG. Assist commander/1SG in developing, conducting, evaluating and maintaining effective Strength Maintenance (SM) programs to include unit attrition/retention, Unit Sponsorship Program, Family Support groups and Employer Support of the Guard and Reserve (ESGR) program. Maintain compliance with SM regulations, policies, procedures and State guidance. Establish and maintain contacts and recruiting programs in designated recruiting area. Conduct telephone prospecting, area canvassing and other lead generating activities. Establish and maintain contact with local media. Interview and Pre-qualify prospects, to ensure current basic enlistment eligibility criteria are met prior to administration of Armed Services Vocational Aptitude Battery (ASVAB) test. Provide transportation of applicants to Military Entrance Processing Stations (MEPS) and the Military Examination Test Sites (METS). Prepare, complete and submit complete enlistment packets prior to transporting applicants to MEPS to include waivers if applicable. Develop and maintain a good working relationship with unit leaders and full-time support personnel. Prepare, conduct and evaluate SM: training seminars, workshops, for assigned units. Determine basic eligibility for extension/immediate re-enlistment. Maintain contact with unit members to determine needs and assist with resolving problems/concerns as related to the unit and the ARNG. Works under the supervision of the Area NCOIC. Day-to-day work is performed without constant supervision consistent with established policies and mission priorities. Work is subject to review for acceptability and adherence to instructions and regulations. Must be qualified in DMOS or become qualified within the period prescribed in NGR 600-5. Also must have excellent speaking ability and presentation skills with knowledge of the organization and mission of the ARNG..

LENGTH OF TOUR: ADOS Tour will end on or before 30 September 2021. Subject to program continuance; members successfully completing initial tour may be afforded priority for tour extension.

ADOS PROGRAM BENEFITS: Salary is determined by military grade and time in service. Member is authorized Subsistence allowance, Basic Allowance for Housing (BAH), thirty (30) days annual leave; medical and dental care.

HOW TO APPLY: Submit all required documents listed below to ng.mn.mnarng.mbx.rrb-s1@mail.mil.

REQUIRED DOCUMENTS:

MNARNG Form 1058-R-T32 ** form must be verified/signed by unit commander **
NGB Form 1058-1R (If applicable)
Individual Medical Readiness (IMR) printout (from MEDPROS)
DA 705 showing a passing APFT within 12 months
DA 5500/5501 showing a passing HT/WT within 6 months