



NATIONAL GUARD BUREAU

111 SOUTH GEORGE MASON DRIVE
ARLINGTON VA 22204-1382

ARNG-HRR

3 July 2018

MEMORANDUM FOR NG J1 RRF (All-Entire RRF)

SUBJECT: SMOM 18-062, Recruiter Assistant Duty (4th Quarter Surge)

1. Reference. NGR 601-1 Army National Guard Strength Maintenance Program.
2. Purpose. The Army National Guard will conduct a FY18 4th Quarter Surge in order to increase the generation of leads, prospects, and accessions utilizing recruiter assistants in local communities nationwide.
3. Period. Effective immediately, all State/Territory Recruiting and Retention Commands are authorized and encouraged to hire junior enlisted recruiter assistants for 31 day T32 ADOS orders in support of FY18's 4th Quarter Surge. These orders may be extended following demonstrated success.
4. Strength Maintenance Duties. These ADOS assistants are only authorized to work under direct supervision of AGR Production Recruiting and Retention NCOs (RRNCOs). No other duties are authorized. Recruiter assistants will only be used for direct support to RRNCO lead and prospect generating activities to include supporting local recruiting events, prospecting in the local area, conducting marketing activities, and answering questions from potential applicants. No TDY or Per Diem is authorized for these ADOS personnel. They are only to be assigned to local geographic area.
5. Hiring Authority. The RRB Commander is authorized to hire up to 3 recruiter assistants per AGR RRNCO. For example, if a State RRB has 20 AGR Recruiters assigned, the RRB may hire up to 60 recruiter assistants.
6. Performance. Recruiter assistants on 31 day orders are expected to generate at least 5 quality leads that result in at least one accession prior to the end of the quarter.
7. Qualification. Recruiter assistants must be E-4 or below, MOS qualified, not under suspension of favorable personnel actions (no flags), and approved by the RRB as suitable to perform lead production and recruiting support duties. These are non-POSTA related duties and positions.
8. Reporting. RRBs are directed to track their recruiter assistants' performance to include number of prospects and accessions generated from their referrals. ADOS Soldiers placed on recruiter assistant orders must be reported on HRR-RM's monthly personnel report.

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9. Recognition. Recognition for highly successful recruiter assistants will be performed at the state/territory level. RRBs are asked to ensure appropriate military recognition such as federal and state awards, or commendatory letters or certificates for exemplary achievement and service.

10. Funding. Recruiting and Retention Commands (RRC) will be resourced to support this effort. Recruiting and Retention Resource Managers must use all existing Pay and Allowances resources in MDEP FARC, SAG 1J. TDY and PCS are not authorized. If additional resources are required, RRCs must work through their Comptroller to request realignment of excess NGPA in the respective State/Territory into FARC/1J. If additional resources are further required, please submit FARC UFRs to RAM-II with justification indicating "FY18 Q4 Surge"; include the funding amount requested and number of recruiter assistants to be hired.

11. Point of Contact. For resource management questions contact Ms. Gail Wright at 703-607-0961 or gail.c.wright.civ@mail.mil. For recruiting plans, policies, and programs questions contact MAJ Richard Mercer at 703-604-4210 or richard.p.mercer.mil@mail.mil.



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