

**CONNECTICUT ARMY NATIONAL GUARD AGR MILITARY VACANCY ANNOUNCEMENT**  
**(MVA 17-001)**

CONNECTICUT ARMY AND AIR NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
MIDDLETOWN, CONNECTICUT 06457

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**POSITION/EMPLOYMENT OPPORTUNITY: CTARNG UNIT SPECIFIC ONLY**

MVA NUMBER: 17-001

OPENING DATE: 4 October 2016

CLOSING DATE: 18 October 2016

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AGR POSITION TITLE/ASSIGNMENT: Readiness NCO

UNIT/LOCATION: HHC 246TH ENGR DET, East Lyme, CT

MAX GRADE: E6

UIC: WPOPAA

PARA/LIN: TBD

MOS: 12M

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**AREA OF CONSIDERATION:** This posting is for the Members of the 246<sup>th</sup> and 256<sup>th</sup> ENGR DET only. Any Grade E1-E6 may apply.

**ELIGIBILITY REQUIREMENTS:** All applicants must MOSQ by the time of the application period closing. Maximum grade to apply for this position is E6.

**POSITION DESCRIPTION:** The purpose of this position is to provide manpower to enhance training and improve mobilization readiness status of the unit and/or any attached detachments by performing daily administrative, training and mobilization related, and supply functions. Duties and responsibilities include, but are not limited to, the accomplishment of the commander's plans and programs to attain training schedules for approval and other memorandums which comply with directives and publications of higher headquarters. Maintains the unit personnel, training, and supply libraries and all materials required for reference in the planning for and in support of unit administrative, training, and supply. Advises the unit commander of unit administrative, mobilization and readiness, and supply requirements. Develops a comprehensive MOS qualification training and provides assistance and advice to supervisors the implementation of unit training programs. Schedules for the use of training sites, ranges and required equipment. Assists in unit recruiting and retention activities. In addition to being responsible for all personnel and supply actions. Accomplishes daily supply actions and maintenance of unit property records. Maintains supply library. Prepares and submits all supply requisitions, documents for turn-in of excess or surplus items, and routine turn-ins. Ensure all request for issue and turn-in are routed through the proper supply system. Receive, unload, stores, issues, pick-up, and delivers organizational supplies and equipment. Maintains clothing and equipment records for the unit. Represents the unit commander during audits and examinations and assists the commander in conducting change of hand receipt holder inventories and in conducting semi-annual and annual inventories. Performs other duties as assigned.

**APPLICATION PACKAGE:**

Applications are being accepted for Active Guard/Reserve (AGR) tour/duty under Title 32, Section 502f, United States Code.

**See Next page**

**CTARNG-AGR MVA NUMBER: 17-001 CLOSING DATE: 18 October 2016**  
**AGR POSITION TITLE/ASSIGNMENT: Readiness NCO**

ALL APPLICATION PACKETS must be mailed or delivered to:  
Connecticut Army National Guard  
Human Resource Office  
ATTN: AGR Tour Office  
375 Smith Street, Suite 111  
Middletown, CT 06457  
860-613-7617

**Emailed application will not be accepted (exceptions may be made for Soldiers deployed OCONUS only).**  
The application packet will consist of the following documents:

- a. One signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add **primary email** address in "Current Home Address Line".
- b. **Certified** copy of Enlisted Record Brief (ERB), current within last 3 months.
- c. Copy of Personnel Qualification Record (PQR), current within last 3 months.
- d. Copy of most recent Medical Operational Data System (MODS) Individual Readiness Record. PHA must be current within last 12 months.
- e. Statement of all active service performed. Any of the following documents may be used: NGB Form 23 or 23b, DD Form 214, or DD Form 1506 (Statement of Service).
- f. Copy of last five (5) NCOERS. A letter of recommendation must be submitted NCO's and E-4 and below not requiring an NCOER. Missing evaluation periods must be substantiated with a memo addressed to the president of board explaining any missing periods.
- g. Copy of most recent DA Form 705 ("Record" APFT Scorecard, not to exceed 12 months).
- h. Copy of DD 5500 or DD 5501 (Body Content Worksheet) (**if applicable.**)
- i. Copy of State Civilian Driver's License.
- j. Photograph in Class A Uniform or Army Service Uniform taken within the last 12 months.

\*All applications must be received in AGR Tour Branch no later than 1600 hours on the closing date of the announcement. **Applications received after this time, regardless of postmark will be considered ineligible.** Applications must be hand carried or mailed to the AGR Tour Branch at the above address.

**SELECTION PROCEDURE:** All application packets that meet eligibility requirements will be forwarded to the selection board IAW Chapter 2, NGR 600-5. Applicants that do not meet eligibility requirements will be notified in writing as to why. Selection for this position will be based on qualification/fitness, and without discrimination because of race, religion, color, national origin, sex, political affiliation or any other non-merit factor. All applicants will receive written notification of the final action on their application.

**MILITARY INCENTIVES/BONUS:**

If selected, acceptance of an AGR position may impact your current incentive/bonus. Please contact the State Incentive Manager at (860) 524-4816 for more information.

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