

CONNECTICUT ARMY NATIONAL GUARD AGR MILITARY VACANCY ANNOUNCEMENT
(MVA 17-002)

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

POSITION/EMPLOYMENT OPPORTUNITY: CTARNG Onboard AGR only

MVA NUMBER: 17-002

OPENING DATE: 7 October 2016
CLOSING DATE: 7 November 2016

AGR POSITION TITLE/ASSIGNMENT: Human Resource Technician

UNIT/LOCATION: ARNG Staff Element JFHQ-CT, 360 Broad Street, Hartford, CT 06779

MAX GRADE: W-2

UIC: 8ADAA

PARA/LIN: 280/05

AOC: 420A

AREA OF CONSIDERATION: CTARNG Onboard AGR Only

ELIGIBILITY REQUIREMENTS: To be eligible for this position you must meet all eligibility requirements as of the closing date. Must possess or be able to maintain a Secret Security Clearance. Must have an approved WO predetermination packet from proponent. W-1 thru W-2 may apply.

IAW AR 135-18 dated 1 Nov 04, Table 2-1 rule F, must possess the grade equal to or below that authorized for the AGR duty position. Must possess the area of concentration (AOC) commensurate with the AGR duty position. For warrant officer duty position in the AGR Program, the assignment or attachment, must not be restricted by AR 140-10, NGR 600-100 or NGR 600-101. The maximum grade for AOC selected individual to start an AGR Tour for this position is CW2.

POSITION DESCRIPTION: This position oversees and ensures accomplishment of work by lower graded employees in the areas of personnel management, administration, and public relations. Develops and implements the administrative and personnel policies and programs. Plans, organizes and assigns work to employees engaged in administrative, personnel work. Keeps abreast of new policy, regulations and directive issued by higher headquarters concerning administrative and personnel activities. Makes day-to-day decisions for the commander concerning personnel assignments. Maintains oversight for financial, legal and medical concerns of all members of the command, with additional duty as supervisor for HHD JFHQ fulltime personnel..

APPLICATION PACKAGE:

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

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

See Next page

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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 Officer Record Brief (ORB), 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) OERS. A letter of recommendation must be submitted on Officers not requiring an OER. 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.