AGR POSITION TITLE/ASSIGNMENT: Human Resource NCO
UNIT/LOCATION: ARNG Staff Element, JFHQ-CT, 360 Broad St., Hartford, CT 06105
MAX GRADE: E5  UIC: W8ADAA  PARA/LIN: 201 / 12  MOS: 42A2O

AREA OF CONSIDERATION: CTARNG Only

ELIGIBILITY REQUIREMENTS: Must possess or be able to maintain a Secret Security Clearance. To be eligible for this position you must meet all eligibility requirements within 1 year of the hiring date. Must be able to obtain 42A MOS within one year of hire. Noncommissioned officers must be professional military education qualified for their grade.

IAW AR 135-18 dated 29 SEP 2017, Table 2-1 rule E., E6 and above may apply, if the selected individual is MOSQ, or not MOSQ, they must request an administrative reduction to E5 prior to starting the AGR tour. The maximum grade for selected individual to start an AGR Tour for this position is E5.

Must hold the 42A MOS or meet the below requirements to re-class to MOS 42A
(1) A physical profile of 323222.
(2) Qualifying scores:
   A minimum score of 95 in aptitude area CL in ASVAB administered prior to 2 January 2002.
   A minimum score of 92 in aptitude area CL on ASVAB administered on and after 2 January 2002 and prior to 1 July 2004.
   A minimum score of 90 in aptitude area CL on ASVAB administered on and after 1 July 2004.
   As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100
(3) A security eligibility of SECRET.
(4) Be a U.S. citizen

POSITION DESCRIPTION: Types military and non-military correspondence in both draft and final copy. Prepares copy in proper format and in compliance with appropriate regulations, directives, policies, etc. Proofreads finished copy, corrects as necessary and assembles for review, signature, authentication or other disposition. Accomplishes a variety of military personnel transactions (e.g., appointments, enlistments, separations, promotions, reductions, MOS assignments, transfers, completion of officer and enlisted efficiency reports, reports of line of duty investigation, requests for security clearance, applications for attendance at schools, payroll actions, etc.). Provides guidance and assistance to personnel of the command who are concerned with completing the above transactions. Suspense and receive transactions from subordinate units, ensures compliance with regulation and procedures and that prerequisites are met or returned for correction. Initiates and completes transactions for personnel assigned to the headquarters. Assists other personnel in the maintenance of Army Military Human Resource Record (AMHRR) by scanning, indexing, and verifying, and in the overall operation of the iPERMS System. Ensures that cases such as fraudulent enlistment and non-selection for retention are properly documented and processed. Ensures all pertinent and required data on members of the command is coded into the correct automated personnel reporting system. Is familiar with the various forms, records and other material required in the production of assigned work. Attends all MUTAs, AT, RMAs, schools, seminars, etc. required and desired for job qualification, training and enhancement of job performance. Performs duties of 42A MOS as required for unit activities. May be required to attend special schools and/or conferences in support of new personnel programs, refresher training, and to provide oral and written letters of instruction to unit level administrative personnel. IAW Personnel Services Delivery Redesign – assist in providing personnel support to the battalion/group/brigade to include personnel readiness management, personnel accounting and strength reporting, casualty operations management, R5 operations management, personnel information management, personnel data management, postal operations management, MWR support, HR planning, and essential personnel services. Performs ALL 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.

All MVA questions should be directed to the POC below.
All applications must be mailed or delivered to:
Connecticut Army National Guard
Human Resource Office
ATTN: AGR Tour Branch
375 Smith Street, Suite 111
Middletown, CT 06457
860-613-7617

Emailed / FAX applications 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) (dated within 60 days of closing date).

c. Copy of Personnel Qualification Record (PQR).

d. Copy of most current Medical Operational Data System (MODS) Individual Readiness Record within 12 months of closing date.

e. Statement of all active service performed. Any of the following documents may be used: NGB Form 23 or 23b, all DD Form 214s, or DD Form 1506 (Statement of Service).

f. Copy of last five OERs or NCOERs. A letter of recommendation must be submitted on Officers / NCOs / Soldiers not requiring an OER/NCOER. Missing/overdue evaluation periods must be substantiated with a memo addressed to the president of board explaining any missing periods. 1059’s are considered as evaluations. See note below for missing signatures.

g. Copy of most recent DA Form 705 (Must say “Record” APFT on scorecard, not to exceed 6 months from closing).

h. Copy of favorable DD 5500 or DD 5501 (Body Content Worksheet) (if applicable.)

i. Copy of State Civilian Driver’s License.

j. DA photo, or DA photo style photograph in Class A Uniform, or Army Service Uniform taken within the last 12 months (additional from Record ERB/ORB photo).

k. Proof of current Security Clearance (i.e ERB), or favorable NACLC memorandum from State Security Manager Office if clearance expired (older than 10 yrs) on ERB/ORB.

l. Copy of DA Form 1059 demonstrating required professional military education qualification for your grade.

*Applications must be received no later than 1600 hours on the closing date of the announcement. Applications received after this time, regardless of postmark will be considered ineligible. Follow-up on application packets not immediately screened by AGR Tour Branch personnel.

*NCOER’s must have all signatures. If you have an eval with a missing signature, complete the following steps to access your HRC record (same record as IPERMS, but allows you to see signatures): https://www.hrc.army.mil/site/index.asp – Home – My Records – use your CAC - Guard Record – Documents – multiple document view – select OER – view document.

SELECTION PROCEDURE: All application packets that meet eligibility requirements will be forwarded to the selection board IAW Chapter 2, NGR 600-5. 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.

CTARNG-AGR ANNOUNCEMENT NUMBER: 19-080 CLOSING DATE: 03 July 2019
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