AGR POSITION TITLE/ASSIGNMENT: Recruiting and Retention NCO OTOT

UNIT/LOCATION: Recruiting and Retention Battalion, 375 Smith Street, Middletown, CT 06457

MAX GRADE: E6

UIC: W90GA1

PARA/LIN: 008B / 04

MOS: 00F34

AREA OF CONSIDERATION: Nationwide

ELIGIBILITY REQUIREMENTS: You must meet all eligibility requirements as of the closing date. Noncommissioned officers must be professional military education qualified for their grade. This is a 00F34 level position. SFC/E7 may apply for the position, however they will have to accept/request a voluntary reduction to SSG/E6 prior to accepting the position. Minimum rank eligible to apply for this position is SGT/E5 with BLC complete. Must have 3 years TIS. Applicants must have a favorable National Agency Checks with Local Record and Credit Checks. Selectee will be required to attend the Recruiting and Retention NCO Course (SQI 4) at the National Guard Professional Education Center (NG-PEC), Camp Robinson, AR within 6 months of date of hire. Selected Soldier will be brought on in an OTOT/ AGR status while state and NGB level POSTA screening is conducted. If the selected Soldier does not pass state and NGB Level screening they will be involuntarily separated from the OTOT program.

Line score requirements: GT 110 (waiverable to GT 100 or GT 95 with an ST 95).

POSITION DESCRIPTION: Establishes and maintains contacts with local prospects, centers of influence, and other persons or sources. Capable of influencing and/or assisting recruiting efforts. Conducts interviews with prospects and may be required to engage in public speaking commitments and community affairs. Explains occupational and organizational structure of the Army to applicants, parents, and interested groups of individuals. Evaluates and initiates in-processing of qualified applicants and maintains prospect hard files. Candidates should have strong skills in military administration, personnel counseling, and the ability to work independently with minimum supervision. This assignment is a POSTA (Position of Significant Trust and Authority) and applicants must pass extensive background screenings in accordance with Annex B of ALARACT 188/2014. Screenings include but are not limited to Local File OMPF, NACLC, NSOR, BHI, CID, DAIG, Restricted File and ASAP. This position is statewide (to include Westover, AFB) and personnel will be moved based upon the needs of the Recruiting and Retention Battalion. If at the end of the initial two-year OTOT the newly hired Recruiter is not performing to required standards, they will be considered for separation from the OTOT program.

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

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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 w/favorable NACLC).

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, DD Form 214s, or DD Form 1506 (Statement of Service).

f. Copy of last five (5) OERs or NCOERs. A letter of recommendation must be submitted on Officers / NCOs / E4 and below not requiring an OER/NCOER. Missing 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.

g. Copy of most recent DA Form 705 with HT/WT (“Record” APFT 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.

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

*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. Ensuring HRO receives your application is applicant’s responsibility.

**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.

All applicants will be required to conduct an 8-10 minute information brief at the hiring board. This brief will be created in PowerPoint and will include an overview of the applicant’s military career, their reason for joining the Guard, and the attributes/experience that they possess that would make them the best candidate for the position. If notified of an interview, R&R will provide you a NLT date and time to have slides to the board members.

*NCOER/OER’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 – HRC – Home – My Records (under Soldier Services) – OK – Use your CAC – Guard Record – Documents (Under Guard Record) – Multiple Document Mode (top right, looks like a stack of PDF docs) – check the box for evaluation needed – View Selected Documents (top right above Effective Date) – and finally Open or Save.

**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.