

CONNECTICUT ARMY NATIONAL GUARD AGR MILITARY VACANCY ANNOUNCEMENT

CONNECTICUT ARMY AND AIR NATIONAL GUARD

HUMAN RESOURCES OFFICE

MIDDLETOWN, CONNECTICUT 06457

ANNOUNCEMENT NUMBER: 26-013

DATE: 15 Aug 26

CLOSING DATE: 01 Sep 26

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
HUMAN RESOURCE NCO, PARA 102 LINE 07, E5, 42A2

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED(X)
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LOCATION OF POSITION:

HHD 1109TH TASMG, 139 TOWER AVENUE GROTON CT

WHO MAY APPLY:

Must be a current member of the CT Army National Guard within the grade(s) of E4 and E6.

AREA OF CONSIDERATION: This position is open to the grades of: E4 to E5. Individual selected will receive an AGR Tour with the Connecticut Army. In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.

INSTRUCTIONS FOR APPLYING: The documents listed WILL be submitted "AS A MINIMUM". If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the Soldier as eligible. Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.

1. Signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add primary email address in "Current Home Address Line". Application packet will consist of the following documents IAW AR 135-18 and NGR 600-5.
2. Individual Medical Readiness Record (IMR). PHA date must be within 12 months of closing date & HIV test must be within 24 months from closing date of this advertisement. (Accessible through <https://medpros.mods.army.mil/portal>)
3. STP(Soldier Talent Profile) from IPPS-A
4. Statement of all active service performed. Any of the following documents may be used DD Form 214s, or DD Form 5016.
5. Security Clearance memorandum from State Security Manager Office, or Brigade representative, dated within 60 days of the closing date. Failure to submit current Certificate of Clearance will result in being ineligible for consideration.
6. CTARNG AGR Soldiers ONLY - Letter of Endorsement (LOE) from BDE AO acknowledging AGR Soldier is applying for another AGR position outside their MSC. AGR Soldiers applying for positions within the same MSC need not submit a LOE.
7. ASVAB Line Scores (acceptable documents include: DD 1966, US MEPCOM, Memorandum. Please do not upload ERB for this requirement)
8. DA Form 705. ACFT or AFT must indicate "GO" (must say "Record" ACFT/AFT on scorecard, and must be dated within 12 months of close date.)
9. Copy of favorable DA 5500 or DA 5501 within the last 12 months (Body Content Worksheet) (if applicable.)
10. Copy of DA Form 1059 demonstrating required Professional Military Education (PME) qualification for your GRADE. (If you have not attended PME for your grade, you must provide a brief letter/memo with a short explanation.)
11. Copy of LAST FIVE (5) NCOERs. If you do not have five NCOERs due to Time in Service (TIS) and Time in Grade (TIG), you must include other documents such as: Letters of Recommendation (LOR), DA 1059's, and/or E4 Evaluations, to make a total of FIVE documents. All LOR's must be signed. If you are missing evaluation periods for reasons other than for TIS/TIG, you must submit a memorandum addressed to the president of board explaining the missing periods. NOTE: This memo does not count as one of the 5 required documents.

POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 42A2

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must be 42A MOS Qualified
2. Applicant must possess a SECRET security clearance
3. The maximum grade for selected individual to start an AGR Tour for this position is E5. E6 and above may apply but must request administrative reduction to E5 prior to starting the AGR tour.. IAW AR 135-18 dated 11 OCT 2019, Table 2-1 rule E.
4. Onboard AGR who are in their initial 18 month stabilization period are not eligible to apply, per AR 600-5 para 3-5c. Onboard AGR applicants (who are eligible) must submit an acknowledgment from their AGR supervisor with their packet.
5. ****PLEASE READ DISCLAIMER:** You, the applicant, are responsible for the completion and turn-in of your application, all contents and attachments. Please ensure that all required documents (as applicable) on the checklist are included with your application. INCOMPLETE APPLICATIONS WILL BE CONSIDERED "NOT QUALIFIED" AND, WILL BE DISQUALIFIED WITHOUT ACTION. Applications and associated documents will not be considered for future vacancy announcements. You will be notified by email if your packet is rejected or if you have not been selected for the position. HRO is not required to review application prior to the closing date on the announcement; hence, it is imperative the application is complete and correct when submitted. DEPLOYED APPLICANTS: If you are deployed, submit a memo stating the following: you are deployed, tentative date of your redeployment and include all POC information –

i.e. DSN phone numbers and all email address (es).

BRIEF JOB DESCRIPTION:

Indexes, verifies, and performs quality control functions in I-PERMS. Reviews and provides recommendations for the assignment and utilization of military personnel IAW MTOE, UMR and other authorized manning documents. Accomplishes, reviews a variety of military personnel transactions including enlistments, separations, promotions, duty assignments, transfers, security clearances, awards, retirements, extensions and conditional releases. Reviews, provides assistance to assigned soldiers w/ the completion of enlisted promotion packets and quality retention packets. Maintain a working knowledge of the automated systems to include RCAS, MILPO, IPERMS and UPS. Knowledgeable in pay regulations and procedures in order to submit pay documents, research pay discrepancies and process travel claims. Perform other duties as assigned.

SELECTING SUPERVISOR:

CONTACT INFO:

SFC James Lamphere

(DSN)

(Com) 860-613-7617

(Email) james.d.lamphere2.mil@army.mil

EQUAL OPPORTUNITY:

The Connecticut National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.