

**ARMY and/or AIR FTNGD-OS VACANCY ANNOUNCEMENT**  
CONNECTICUT ARMY AND AIR NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
MIDDLETOWN, CONNECTICUT 06457

---

**ANNOUNCEMENT NUMBER: 23-034**

**DATE: 07 Sep 23**

**CLOSING DATE: 21 Sep 23**

---

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**  
**Recruiting Assistant (ADOS), PARA 999 LINE 99, E6, 00F**

---

<b>APPOINTMENT FACTORS:</b>	<b>OFFICER()</b>	<b>WARRANT OFFICER()</b>	<b>ENLISTED(X)</b>
-----------------------------	------------------	--------------------------	--------------------

---

**LOCATION OF POSITION:**

DET 1, RECRUITING & RETENTION BN, 375 SMITH STREET, MIDDLETOWN, CT 06457

---

**WHO MAY APPLY:**

Must be a current member of the CT Army National Guard within the grade(s) of E1 and E6.

---

**AREA OF CONSIDERATION:** This position is **open to current members of the Connecticut Army and/or Air National Guard in the grades of: E1 to E6. Individual selected will receive an FTNGD-OS Tour with the Connecticut Army and/or Air National Guard. In order to be considered for this position's 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. DA Form 1058 (dtd Oct2020) - must be signed by Applicant.
  2. Copy of last 2 NCOERs for NCOs or a letter of recommendation for E4.
  3. Retirement Points Accounting Statement (RPAS) within 30 days of start date
  4. Copy of DA Form 1059 demonstrating required professional military education qualification for your grade.
  5. DA Form 705 ACFT. Must indicate "GO".
  6. Copy of favorable DA 5500 or DA 5501 within the last 12 months (Body Content Worksheet) (if applicable.)
  7. VALIDATED copy of Selection Board Record Brief (ORB) (dated within 60 days of closing date).
  8. ASVAB Line Scores (i.e ERB, DD 1966).
  9. Copy of valid driver's license.
  10. Security Clearance memorandum from State Security Manager Office dated within 60 days of the closing date of this advertisement. Failure to submit current Certificate of Clearance, will result in being ineligible for consideration.
  11. ATTRS screen shot showing previously scheduled upcoming schools.
  12. Medical Operational Data System (MODS) Individual Medical Readiness Record within 12 months of closing date. IAW AR 600-110, HIV test no older than 24 months from closing.
  13. DA Form 5960 (dtd Jan2022) and copies of supporting documents (Mortgage/Lease Agreement; Marriage Certificate; Dependent Birth Certificates).
- 

**POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must be a member of the Connecticut (ARMY and/or AIR) National Guard and qualify for and be placed in the following compatible MOS/AOC: 00F**

---

**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must possess a SECRET clearance
  2. Applicants are subject to Urinalysis Testing upon entry to the program. National Guard members are also subject to unannounced drug testing while on duty. Personnel on extended orders will be tested at least annually. These requirements are in addition to testing by unit of assignment during IDT/ADT.
  3. Selected individual will be responsible to perform IDT and Annual Training with unit of assignment while on FTNGCD orders.
  4. Selected Soldier will be brought on in an ADOS status while state and NGB level suitability screening is conducted. If the selected Soldier does not pass state and NGB Level screening they will be involuntarily separated from the ADOS program.
  5. It is preferred that applicants be BLC complete, but not required. Preferred but not required Line score requirements: GT 110 (waiverable to GT 100 or GT 95 with an ST 95). All applicants must be in the rank of E-1 or E-6 with applicable PME complete . All applicants will be required to conduct an 5-8 minute brief at the hiring board. This brief will be created in PowerPoint and will require the applicant to convey to the board why they want to be a recruiter, what skills do they bring to better the organization, and why should they be hired. If notified of an interview, R&R will provide you a NLT date and time to have slides to the board members.
- 

**BRIEF JOB DESCRIPTION:**

Support recruiting and retention NCOs with recruiting operations as needed. Candidates will be expected to potentially work non-traditional work hours, including some weekends. Recruiting support activities include but are not limited to driving to MEPS, MET site testing support, recruiting event support, document collection, applicant pick up and drop off, administrative office support and any other support as required by operational needs. This assignment is a suitability required position and applicants must pass extensive background screenings in accordance with HQDA Executive Order (EXORD) 085-19, 2 February 2019. Screenings include but are not limited to Local File OMPF, NACLC, NSOR, BHI, CID, DAIG, Restricted File and ASAP. This position is CTARNG only position and personnel will be moved based upon the needs of the Recruiting and Retention Battalion.

---

**SELECTING SUPERVISOR:**