

CONNECTICUT ARMY NATIONAL GUARD AGR MILITARY VACANCY ANNOUNCEMENT

CONNECTICUT ARMY AND AIR NATIONAL GUARD

HUMAN RESOURCES OFFICE

MIDDLETOWN, CONNECTICUT 06457

ANNOUNCEMENT NUMBER: 23-048

DATE: 15 Nov 23

CLOSING DATE: 29 Nov 23

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 AVIATION GROUP, WLRC, 85-300 Light Lane, Windsor Locks, CT

WHO MAY APPLY:

Must be a current member of the CT Army National Guard within the grade(s) of E3 and E5.

**AREA OF CONSIDERATION:** This position is open to the grades of: E3 to E5. Individual selected will receive an AGR Tour with the Connecticut Army. 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. 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. Statement of all active service performed. Any of the following documents may be used: NGB Form 23 or 23b(within 12 months of closing date), all DD Form 214s, or DD Form 1506 (Statement of Service).
3. Copy of LAST FIVE (5) NCOERs. In the event you do not have the required five NCOERs due to Time in Service (TIS) and Time in Grade (TIG), Letters of Recommendation (LOR) / DA 1059's / E4 Evaluations must be submitted in the absence of the evaluations, to substantiate a total of FIVE documents. All LOR's must be signed. Missing evaluation periods not due to TIS/TIG must be substantiated with a memorandum addressed to the president of board explaining the missing periods (This memo does not count as one of the 5 required documents).
4. Copy of favorable DA 5500 or DA 5501 (Body Content Worksheet) dated w/in 12 months. (If not applicable, upload DA 705 with passing ht/wt or memo/document stating it does not apply)
5. 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.)
6. 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.
7. ASVAB Line Scores (i.e ERB or DD 1966)
8. 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> )
9. Validated copy of Selection Board Record Brief (SRB). (Accessible through <https://armgg1.ngb.army.mil/v3/SelfService/CareerCenter/Home.aspx>)
10. DA Form 705 ACFT. Must indicate "GO"
11. 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.

POSITION COMPATIBILITY REQUIREMENTS:

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

MINIMUM APPOINTMENT REQUIREMENTS:

1. Must hold the 42A MOS or meet the below requirements to re-class to MOS 42A within one year; (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.
2. 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.
3. Must possess a SECRET clearance. Must be professional military education qualified for their grade. You may be required to serve a developmental assignment of up to three years at National Guard Bureau or other location during your AGR career in the Connecticut Army National Guard AGR program. Must complete NGB-prescribed PEC course within 1 year of hire
4. **\*\*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. 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:

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.

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#### **SELECTING SUPERVISOR:**

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#### **CONTACT INFO:**

SFC Nicole Vassallo  
(DSN)  
(Com) 860-613-7617  
(Email) nicole.j.vassallo.mil@army.mil

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#### **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.