

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

ANNOUNCEMENT NUMBER: 25-004

DATE: 03 Mar 25

CLOSING DATE: 17 Mar 25

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Recruiting Assistant (ADOS) (E4-E5), PARA 999 LINE 99, E5, 00F2

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER()	ENLISTED(X)
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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 National Guard within the grade(s) of E4 and E5.

AREA OF CONSIDERATION: This position is **open to current members of the Connecticut Army National Guard in the grades of: E4 to E5. Individual selected will receive an FTNGD-OS Tour with the Connecticut Army 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 DA Form 1059 demonstrating required professional military education qualification for your grade.
 3. DA Form 705 ACFT dated within 12 months. Must indicate "GO"
 4. Copy of favorable DA 5500 or DA 5501 within the last 12 months (Body Content Worksheet) (if applicable.)
 5. Copy of valid driver's license.
 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. 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.
 8. DA Form 5960 (dtd Jan2022) and copies of supporting documents (Mortgage/Lease Agreement; Marriage Certificate; Dependent Birth Certificates).
 9. Signed HRR Form 600 dtd Sep2022 (Recruiting and Training Cadre Suitability Questionnaire).
 10. ASVAB Line Scores (acceptable documents include: DD 1966, US MEPCOM, Memorandum. Please do not upload ERB for this requirement)
 11. ATRRS RS screen showing previously scheduled upcoming schools
 12. Validated copy of Selection Board Record Brief (ERB) dated within 60 days of the closing date of this advertisement.
 13. Copy of last 2 NCOERs for NCOs. Copy of 2 Letters of Recommendations for SPCs.
 14. Retirement Points Accounting Statement (RPAS) within 30 days of the closing date of this advertisement.
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must be a member of the Connecticut ARMY National Guard and qualify for and be placed in the following compatible MOS/AOC: 00F2

MINIMUM APPOINTMENT REQUIREMENTS:

1. This is a 00F24 level position.
2. Preferred qualifications / skills: appropriate NCOES complete for current rank, additional spoken language(s), previous recruiting experience (civilian or military), and comfortable driving large vehicles with trailers.
3. All applicants will be required to conduct an 8-10 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 recruiting assistant, what skills they bring to better the organization, and why they should be hired. If notified of an interview, R&R will provide you a NLT date and time to have slides to the board members.
4. Selected individual will be responsible to perform IDT and Annual Training with unit of assignment while on FTNGCD orders.
5. This posting is for up to two positions
6. Selected individuals will be required to submit Suitability Documents for federal screening with an anticipated start date of 1 April 2025.
7. Favorable suitability screening is required for employment. If selected individuals are not performing to required standards, they may be considered for separation at any time from the ADOS program.
8. Candidates must possess a valid civilian driver's license and be able to lift 50 lbs.
9. Preferred requirements: appropriate NCOES complete for current rank, additional spoken language(s), previous recruiting experience (civilian or military), and comfortable driving large vehicles with trailers.
10. Candidates must provide favorable National Agency Checks with Local Record and Credit Checks (NACLIC);
11. Certified ERB dated within 60 days of this advertisement.
12. Proof of passing a record ACFT and favorable DA Form 5500/5501 if required within last 12 months for M-Day;
13. Selected Soldier will not be brought on in an ADOS status until 1 April 2025 or the state and NGB level suitability screening is completed with favorable results (whichever is later).

14. If the selected Soldier does not pass state and NGB Level screening they will not be considered for a position. Waivers will not be considered by the Battalion Commander.

BRIEF JOB DESCRIPTION:

Supports recruiting and retention NCOs (RRNCOs) with recruiting operations as needed. Candidates must be capable of influencing and/or assisting recruiting efforts and willing to learn the roles and responsibilities of AGR RRNCOs. Candidates will be expected to work non-traditional works hours to include most weekends and holidays. RRNCO support activities include but are not limited to transporting applicants to/from MEPs, MET site testing support, event support, document collection, area canvassing, administrative office support, and any other support as determined by the Team NCOIC and/or ISG . Candidates should have strong skills in military administration, personnel counseling, and the ability to work independently with minimal supervision. 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, NACLIC, NSOR, BHI, CID, DAIG, Restricted File and ASAP. This position is CTARNG-only and personnel may be moved based upon the needs of the Recruiting and Retention Battalion.

SELECTING SUPERVISOR: