

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

ANNOUNCEMENT NUMBER: 25-011

DATE: 20 Mar 25

CLOSING DATE: 31 Mar 25

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Secretary General Staff- One Time Occasional Tour (OTOT), PARA 228 LINE 01, W5, 01A0

APPOINTMENT FACTORS:	OFFICER()	WARRANT OFFICER(X)	ENLISTED()
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LOCATION OF POSITION:
W8AD CTARNG ELEMENT JF HQ, 360 BROAD STREET HARTFORD CT

WHO MAY APPLY:
Must be a current on-board AGR in the CTARNG with the grade of W4 (P) (Grade Entry Date no later than 1 April 2020)

AREA OF CONSIDERATION: This position is **open to current members of the Army National Guard in the grades of: W4 to W5. 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. 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 latest ACFT within 6 months of announcement close date
 4. Copy of favorable DA 5500 or DA 5501 dated within the last six months (Body Content Worksheet) (if applicable.)
 5. Individual Medical Readiness Record (IMR) within 12 months of closing date. IAW AR 600-110, HIV test no older than 24 months from closing.
 6. Security Clearance memorandum from State Security Manager Office dated within 60 days from advertisement. Failure to submit current Certificate of Clearance, will result in being ineligible for consideration.
 7. Copy of last five (5) OERs. In the event you do not have the required five OERs due to Time in Service (TIS) and Time in Grade (TIG), Letters of Recommendation (LOR) must be submitted in the absence of the evaluations, to substantiate a total of five documents. Missing evaluation periods not due to TIS/TIG must be substantiated with a memorandum addressed to the president of board explaining the missing periods. DA 1059s are considered as evaluations. All LORs must be signed.
 8. Validated (and current) copy of Selection Board Record Brief (SRB).
 9. DA 1059 for completed Warrant Officer Senior Service Course
 10. Military BIO
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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: 01A0

- MINIMUM APPOINTMENT REQUIREMENTS:**
1. Must possess a SECRET clearance
 2. Proof of passing a record ACFT and favorable DA Form 5500/5501 if required within last 6 months
 3. Completed Warrant Officer Senior Service Course
 4. Rank Eligibility: Promotable CW4 with DOR/Grade Entry Date no later than 1 April 2020
 5. Must resign from AGR 1 day prior to CW5 promotion Federal Recognition, then convert to OTOT Orders.
 6. OTOT Tour Orders will be for 2 years from date of promotion to CW5 with TAG Option to extend 1 additional year.
 7. Must meet all FEDREC requirements for promotion to CW5.
 8. Once selected, NGB ETP for O5/W5 XZ position must be approved prior to FEDREC initiation.
 9. ****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).
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BRIEF JOB DESCRIPTION:
This position is located at State Headquarters and serves as a program coordinator for the Command and Administration Office (CAO), and as the Secretary of General Staff. Primary responsibilities include monitoring the implementation and execution of various Army National Guard (ARNG) programs and assisting in matters inherent to Command Administrative Office operations. Provides executive level support in planning, formulating, coordinating and implementing ARNG programs within the Command Administrative Officer's areas of functional responsibility. Ensures resolution of recurring problems through coordination with operating managers and staff officers. Identifies and initiates new projects as required to manage and oversee assigned programs. Attends meetings and/or special conferences as CAO

representative and may act as a working member on special councils, contracting and financial boards, readiness committees, etc., and functions as the public relations POC for the CAO Draft supplemental regulations, policies, guidance, publications, and performs other duties as assigned.

SELECTING SUPERVISOR: