

CONNECTICUT ARMY NATIONAL GUARD AGR MILITARY VACANCY ANNOUNCEMENT

CONNECTICUT ARMY AND AIR NATIONAL GUARD

HUMAN RESOURCES OFFICE

MIDDLETOWN, CONNECTICUT 06457

ANNOUNCEMENT NUMBER: 25-016

DATE: 22 Apr 25

CLOSING DATE: 06 May 25

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:

Marketing Assistant NCO, PARA 999 LINE 99, E6, 00F3

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

DET 1, REC & RET BN, 375 SMITH STREET MIDDLETOWN CT

WHO MAY APPLY:

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

**AREA OF CONSIDERATION:** This position is open to the grades of: E4 to E6. 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. 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. 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.
4. Copy of DA Form 1059 demonstrating required professional military education qualification for your grade.
5. DA Form 705 ACFT dated within 12 months. Must indicate "GO"
6. Copy of favorable DA 5500 or DA 5501 within the last 12 months (Body Content Worksheet) (if applicable.)
7. Copy of valid driver's license.
8. 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) 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.
9. 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.
10. ASVAB Line Scores (acceptable documents include: DD 1966, US MEPCOM, Memorandum. Please do not upload ERB for this requirement)
11. Validated copy of Selection Board Record Brief (ERB) dated within 60 days of the closing date of this advertisement.
12. Signed HRR Form 600 dtd Sep2022 (Recruiting and Training Cadre Suitability Questionnaire).
13. 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: 00F3

MINIMUM APPOINTMENT REQUIREMENTS:

1. This is a 00F34 level position. SFC/E7 may apply for the position, however they will have to accept a voluntary reduction to SSG/E6 prior to accepting the position, regardless of holding the 79T MOS.
2. Minimum Age: Must be 21 years old with 3 years TIS by 01 May 2026
3. Soldier must be scheduled for or BLC complete.
4. Must have a minimum general technical (GT) score of 110 (waiverable to GT score of 100 or GT score of 95 with a skilled-technical score of 95)
5. Marketing experience preferred
6. All applicants may 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 the Assistant Marketing NCO, what skills they bring to better the organization, and why should they be hired.
7. Must not be able to reach sanctuary (18 years of Active Federal Service) during initial tour.
8. Must be able to pass local, state and federal screenings for Suitability (Positions of Significant Trust & Authority).
9. Must complete NGB-prescribed PEC course (SQI-4) within 12 months of start date.
10. 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.
11. \*\*Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.

12. **\*\*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:**

Supports the Marketing NCO through the execution of daily tasks including designing and developing digital and analog creative solutions for websites, social media and digital marketing, ads, brochures, signage, mailing campaigns etc... Managing and curating content for social media platforms, commercial advertising and ensuring Army National Guard brand consistency on all products. Candidates should have strong skills in film editing, graphic creation, and the ability to work independently with minimum 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, NACLC, NSOR, BHI, CID, DAIG, Restricted File and ASAP. This position will be expected to access into a recruiter position upon completion of Assistant Marketing duties, as dictated by the Recruiting Command.

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**SELECTING SUPERVISOR:**

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**CONTACT INFO:**

Jennifer L. Donahue  
(DSN)  
(Com) 860-613-7624  
(Email) jennifer.l.donahue12.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.