



**STATE OF NEW JERSEY
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS
ONE TIME OCCASIONAL TOUR (OTOT)
ANNOUNCEMENT**



**ONE TIME OCCASIONAL TOUR (OTOT)
ANNOUNCEMENT NUMBER 20-OT-13**

Position Title: Retention NCO

Opening Date: 4 March 2020

Closing Date: 4 April 2020

MOS: Immaterial (Multiple Positions - Open to any MOS)

Duty Station: Recruiting & Retention Command 35 Camp Drive Sea Girt NJ 08750

Start Date: On or about 1 April 2020

Active Duty Tour: One Time Occasional Tour (OTOT) for 1 year. Acceptance and completion of this tour does not constitute AGR Career Status. This is a single term, non-renewable tour. Selectees for this position are eligible to apply for other AGR Announcements in an effort to a secure Career Status tour.

Military Grade: This announcement is open to Soldiers in the grade E5-E6

Area of Consideration: This position is only open to all members of the New Jersey Army National Guard.

Duties and Responsibilities: Serves as a Retention NCO. Will assist the Command by providing continuous attrition management and retention focus within NJ ARNG units. Will support Commanders in creation and execution of Strength Maintenance (SM) plans. Retention NCOs will counsel soldiers on extension options and alternatives to discharge/separation. They will work in partnership with their assigned unit to plan and conduct regular attrition management and retention activities. They will utilize Retention Management Software (RMS) and manual processes to manage retention and retention activities. Retention NCOs will attend the Strength Maintenance Training Center (SMTTC) course designed to build proficiency for Retention NCOs. Will fully integrate into assigned units by attending training meetings, unit training assembly (UTAs), Annual Training, and other unit functions. Will utilize systems such as IPPS-A, DPRO, RMS, iPerms, DTMS, or other applicable automation systems to maintain visibility over unit's strength posture. Will deploy and analyze results from tools like exit surveys to measure atmospherics within a unit in order to brief Commanders on ways to impact attrition management. Will train and oversee Unit Retention NCOs (URNCOs) in the execution of company level tasks. Will coordinate and support unit Commanders for executing Extension Ceremonies. Be able to effectively communicate benefits of being a member of the New Jersey Army National Guard to soldiers and families. Provide briefs to unit Commanders on the status of their Strength Maintenance Plan and any issues or trends. Ensure that all Soldiers retention interviews are conducted as required. Provide AARs to the BN Commander and BN CSM after drill weekends summarizing Retention and Attrition Management status comments and concerns. Coordinate with S1 personnel to synergize efforts and provide valuable management of unit level Retention and Attrition Management programs.

****MUST BE ABLE TO OBTAIN A SECURITY CLEARANCE WITH A FAVORABLE NATIONAL AGENCY CHECK WITH LOCAL AGENCY CHECK AND CREDIT (NACLC), TIER 3 INVESTIGATION OR HIGHER BACKGROUND INVESTIGATION. ****



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Physical Demands:

1. Rating of Moderate (Gold).
2. Physical profile of 132221.
 - (a) Must possess manual dexterity in both hands.
 - (b) Frequently reviews documents and records/correspondence.
 - (c) Frequently engages in verbal conversation.
 - (d) Frequently sits for extended periods of time.
 - (e) Must not possess obviously distracting physical characteristics or mannerisms to include a shaving profile (waiver not authorized). Tattoos must be in compliance with AR 670-1

A Soldiers possessing a 3 in upper extremities must have prior MOS Administrative Retention Review (MAR2) clearance (waiver not authorized).

3. Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10, applicable SMOMs, Army Regulations (AR) 601-280 and AR 135-18 as applicable.
4. Be a high school graduate with diploma or GED.
5. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
6. Must be able to obtain and maintain a valid motor vehicle operator license.



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*****Screening of Army National Guard Recruiting and Training Cadre*****

Reference: SMOM 19-009

Note: All screening requirements for military personnel outlined in this SMOM must be met prior to appointment to a Recruiting or Training Cadre position

Screening will be conducted by the Recruiting and Retention Battalion State Recruiting and Training Cadre Suitability representative. There are two screening phases, (Local/State and Centralized/Federal), which must be conducted consecutively. Appeals and rebuttals will be addressed at the conclusion of all phases.

Local/State screening:

- (a.) Soldiers must declare or update any issues which may prevent them from being approved for appointment by completing HRR Form 600 (Recruiting and Training Cadre Suitability Questionnaire).
- (b.) Conduct a search for the Soldier's name on the National Sex Offender Public Website (<http://www.nsopw.gov>). The RRC will print and sign a copy of the search results.
- (c.) Current Periodic Health Assessment (PHA) within 12 months.
- (d.) A medical record review to verify the Soldier has an Army Physical Profile Serial System code of 1 for psychiatric, and the records do not indicate any other derogatory information.
- (e.) Commanders will verify with local security managers that all personnel nominated to designated positions have a favorable National Agency Check with Local Agency Check and Credit (NACLIC), Tier 3 investigation or higher background investigation.
- (f.) Commanders will complete all local screening requirements before submitting names for centralized screening.
- (g.) The RRC will complete the HRR Form 601-1 (Recruiting and Training Cadre Suitability Checklist) for each Soldier performing recruiting and training cadre duties.

Centralized/Federal screening:

- (a.) This screening process begins once the local/state level screening process is complete and uploaded into the PASS, by the state representative. This process includes review of the Department of Army Inspector General (DAIG), Criminal Investigation Command, the Soldier's Official Military Personnel File (OMPF), and the Army Substance Abuse Program (ASAP). All four of these national level screening results are checked against the list of disqualifying conditions as outlined in paragraph 1b.
- (b.) Special Actions Personnel Division, (ARNG-HRP-R), will conduct the centralized screening checks, identify all personnel as having a Type I, Type II, or Type III offense, and forward the findings to the Strength Maintenance Recruiting Standards Branch (ARNG-HR 1), to notify the State.



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SECURITY CLERANCE: Applicants must be able to obtain a SECRET Clearance. Failure to acquire a clearance is grounds for termination from the AGR Program.

PAY AND BENEFITS: Click [here](#) to review the pay and benefits of the OTOT Program.

EQUAL OPPORTUNITY: Equal evaluation, consideration and treatment based upon merit, fitness and capability irrespective of race, color, religion, gender, sexual orientation or national origin.

FEDERAL TECHNICIAN INFO: Click [here](#) if you are a Federal Technician.

HOW TO APPLY: Follow the steps below and click on the hyperlinks for the necessary documents:

1. Ensure that you meet the Basic Eligibility Requirements.
2. Complete NGB Form 34-1, Application for OTOT Position.
3. Complete the OTOT Application Packet Checklist. (Pg. 5)
4. The J1-AGR Branch will not accept mailed or hand carried packets. Submit your application packet by email. In the subject line please type: J1-HRO, the announcement number and your last name. Email your packet in a single PDF document to the following address: anthony.j.crispaldi.mil@mail.mil and stefanie.l.bobko.mil@mail.mil
5. Your application packet must be received prior to midnight EST on the closing date.

POINT OF CONTACT: J1-AGR Branch Phone stefanie.l.bobko.mil@mail.mil (609) 562-0905

RRB POC: CSM Thomas Dwyer: (732) 820-6204
thomas.j.dwyer.mil@mail.mil



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*****IMPORTANT*****

APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW WILL NOT RECEIVE FURTHER CONSIDERATION.

I, _____, confirm that the following items have been provided in my OTOT Application Packet.

- _____ 1. NGB Form 34-1, Application for OTOT Position. On a separate sheet fully explaining any "Yes" answers to any questions in Section IV. Make sure that you enter the OTOT Announcement number and job title on your NGB Form 34-1. Sign and date your NGB Form 34-1. Ensure that all entries are legible and completed fully.
- _____ 2. Enlisted Record Brief (ERB) validated within the past 12 months.
- _____ 3. Current PHA within 12 months.
- _____ 4. Current Individual Medical Readiness Report (IMR Record).
- _____ 5. Current NGB Form 23-B (Retirement Points History Statement).
- _____ 6. Official DA photograph **OR** a snapshot of you in ASU uniform from head to jacket hem.
- _____ 7. Screenshot of Digital Training Management System (DTMS) of the APFT and HT/WT taken within the past 6 months. Log into AKO, Click on "MT2: MY Training" Tab, Click on "Physical Training" tab in DTMS box, print screen. If AKO is unavailable, provide a screenshot of your DTMS APFT and HT/WT from your Readiness NCO. Provide memorandum for discrepancy. Provide a copy of your DA 5500/5501 if applicable.
- _____ 8. Your last 5 NCOER's. Personnel who do not have 5 NCOER's, must submit a memorandum explaining the circumstances. Newly promoted Sergeant should submit letters of recommendation from their military leadership and/or civilian employer. Letters of recommendation must be signed and dated within 90 days of the vacancy announcement.
- _____ 9. All DD Forms 214, substantiating every period of Active Duty Service. This includes Basic Combat Training (BCT) and Advanced Individual Training (AIT).
- _____ 10. Photocopy of your current, valid civilian motor vehicle driver's license. All data must be readable. Individuals with suspended driving privileges are not eligible to apply.
- _____ 11. All documents supporting your qualification. This includes resume, civilian job evaluations and school transcripts. All letter of recommendations must be within 90 days.
- _____ 12. JPAS Statement - Must be able to obtain
- _____ 13. Contact Info. On a separate sheet of paper, provide your civilian and military email addresses and a good contact telephone number. This information will be used to contact you for an interview. Your email address will also be used to transmit your selection/non-selection letter.
- _____ 14. DD 369 – Police record check (Please just fill out the top portion). Checks will be completed by R&R.
- _____ 15. Email your Packet in **ONE** single PDF document.

Applicant Signature: _____

APPLICATIONS DETERMINED TO BE INCOMPLETE, INCORRECT OR INSUFFICIENT UPON INITIAL REVIEW WILL BE RETURNED WITHOUT FURTHER CONSIDERATION.

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