



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

**ONE TIME OCCASIONAL TOUR (OTOT)
ANNOUNCEMENT NUMBER 21-OT-03**

POSITION TITLE: Recruiting and Retention NCO

OPENING DATE: 07 January 2021

CLOSING DATE: 08 February 2021

DUTY STATION: Various positions throughout the State

MOS: Immaterial

MILITARY GRADE: This announcement is open to personnel in the grade of E4 to E6.

AREA OF CONSIDERATION: This position is open to all members of the New Jersey Army National Guard.

ADDITIONAL REQUIREMENT: Must have completed Basic Leader Course (BLC) and be at least 21 years of age.

DUTY DESCRIPTION: Serves as a Recruiting and Retention NCO. Area canvasses and telephone prospects to find leads, referrals, and prospects. Pre-qualifies referrals, prospects, leads, and/or current members to determine their eligibility for enlistment, re-enlistment or extension and updates records in Recruiter Zone (RZ). Schedules appointments and conducts sales interviews to obtain enlistment and retention interviews to retain current enlistments and gain re-enlistments, then updates records in Recruiter Zone. Counsels applicants on test results, (mental and physical), enlistment contracts, service obligations, incentives and benefits, initial entry training (IET) requirements and disqualification, and update record in RZ. Prepares Prior-Service (PS) and Non-Prior Service (NPS) enlistment packets in RZ and conducts a Military Entrance Processing Station (MEPS) pre-enlistment screening briefing as required. Prepares and conduct presentations about the ARNG on such topics as the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history. Establishes and maintains a partnership with assigned units and assists the Commander and First Sergeant in executing the unit strength maintenance (SM) plan and attrition management program. Assist unit leaders in all matters pertaining to SM by providing SM guidance, support and recommendations for SM training, and development of SM incentive award programs. Attend at least a portion of each multiple unit training assemblies (MUTA) for unit(s) supported. Distribute and display SM promotional items in the unit and community. Conduct interviews with Soldiers, family members, employers, and other key people to determine the effectiveness of current policies, unit training, ARNG benefit programs, and other initiatives and provide recommendations to the unit leadership for improvement. Maintain regular contact with unit members to help prevent and solve problems, discuss issues, provide information and answer questions. Provide trends and recommendations to unit leadership. Train first line leaders (FLL) in career planning, recommend available programs and options. Provide SM guidance and training for unit attrition personnel and on all administrative requirements necessary for Soldiers retention. Provide feedback as required after each unit drill and provide information papers and other reports as needed or required to keep the unit leadership informed of strength status and provide the company leadership the following information. Explain ARNG opportunities to Soldiers and their families; research and explain available features, benefits, and entitlements. Use RZ to complete and send all enlistment packets to MEPS, download leads, update leads as they progress, and make appointments. Use RZ to demonstrate work activity to allow higher echelons to validate RRC funding. Use RZ to maintain prospect information, school program information, centers of influence (COI), very influential people (VIP), and unit member information as required. Assist in transfer, separation, and discharge requests. Assist and support the State NPS Recruit Sustainment Program (RSP). Operate Recruiter Temporary Reservation System (RTRS). Build and process waiver packets in accordance with (IAW) state and/or NGB SOP.



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Obtain, prepare, distribute, and display attrition management promotional items. Assist in the development and implementation of the Unit Sponsorship Program. Assist with ETS counseling when the Soldiers are not available during the scheduled UTAs. Work directly with unit administrative personnel to support/complete retention issues. Provide guidance to Soldiers entering and completing the RSP.

SPECIAL REQUIREMENTS:

****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. ****

Physical demands rating and qualifications for initial award of MOS.

(1) A physical demands rating of Moderate (Gold).

(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

(2) A physical profile of 132221. Soldiers possessing a 3 in Upper

Extremities must have prior MOS Administrative Retention Review (MAR2) clearance (waiver not authorized).

(3) Qualifying scores.

(a). 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).

(b) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Dead-lift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles in Physical Demand Category in "Moderate" (Gold).

(4) 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.

(5) Be a high school graduate with diploma or GED.

(6) 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.

(7) Must be able to obtain and maintain a valid motor vehicle operator license.



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Army National Guard Recruiting and Training Cadre Screening

Reference: SMOM 19-009, Screening of Army National Guard Recruiting and Training Cadre

Note: All screening requirements for military personnel outlined in this SMOM must be met prior to appointment to a Recruiting or Training Cadre position. The Recruiting and Retention Battalion State Recruiting and Training Cadre Suitability representative will conduct screening. 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).
- (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 (NACLC), 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.

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

REQUIRED SECURITY CLEARANCE: Applicants must have or be eligible to receive a SECRET Clearance. Failure to acquire a clearance is grounds for termination from the AGR and/or OTOT Program.



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GENERAL ELIGIBILITY REQUIREMENTS:

1. Applicant must meet the entry requirements of AR 135-18.
2. Applicant must the medical qualifications of AR 40-51.
3. Applicant must have a current Physical Health Assessment (PHA).
4. Applicants transferring between States or entering AGR from Active Duty status without a break in service must have a current PHA.
5. Applicant must be certified drug free.
6. Applicant must have been tested for HIV within the past 24 months.
7. Applicant must meet physical standards of AR 600-9.
8. Applicant must not be under suspension of favorable personnel actions.
9. Applicants in grade E5 with more than 13 years of Active Service are not eligible.
10. Applicants in grade E4 with more than 8 years of Active Service are not eligible.
11. Applicants must be at least 18 years of age and not more than 55 years old.
12. Applicant must not be entitled to receive Federal Military Retired Pay.

HOW TO APPLY: Follow the steps below:

1. Ensure that you meet the Basic Eligibility Requirements. (See above)
2. Complete the AGR Vacancy Announcement Application Packet Checklist. (Pg. 5)
3. 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 Vacancy Announcement number, and your last name. Email your packet in a **single PDF document** to the following address: **moses.guzman1.mil@mail.mil**
Your application packet must be received prior to midnight EST on the 08 Feb 2021.



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AGR VACANCY CHECKLIST

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

- _____ 1. NGB Form 34-1, Application for AGR Position. On a separate sheet fully explaining any "Yes" answers to any questions in Section IV. Make sure that you enter the Vacancy 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) certified within the past 30 days. Please make sure you print the ERB without the DA photo.
- _____ 3. Current NGB Form 23-B (Retirement Points History Statement).
- _____ 4. Individual Medical Readiness Form (Physical Health Assessment date must be within 12 months).
Log into AKO, Self Service Tab, My Medical Readiness, click the MEDPROS picture and it will direct you to the MEDPROS link. Click IMR Record under Forms.
- _____ 6. Screenshot of Digital Training Management System (DTMS) of the current APFT and HT/WT. 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.
- _____ 7. Last 3 NCOERs. Personnel who do not have 3 NCOERs, must submit a memorandum explaining the circumstances. Newly promoted Soldiers must submit a letters of recommendation from his/her military leadership. Letters of recommendation must be dated within 3 months of the Vacancy Announcement.
- _____ 8. All DD Forms 214, substantiating every period of Active Duty Service. This includes Basic Combat Training (BCT) and Advanced Individual Training (AIT).
- _____ 9. JPAS Statement (Evidence of Security Clearance).
- _____ 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.
- _____ 12. Contact Info. On a separate sheet of paper, provide your civilian and military email addresses and the best 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.
- _____ 13. Required Microsoft Teams Email Username _____.
- _____ 14. Fulltime technicians must provide a signed memorandum from the fulltime supervisor stating he/she is aware of the applicant's submission.
- _____ 15. Copy of Line scores for Non-MOS qualified Soldiers
- _____ 16. DD 369 – Police record check (Please just fill out the top portion). Checks will be completed by R&R
- _____ 17. Request for Administrative reduction (If applicable).

Applicant Signature: _____

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

POINT OF CONTACT: moses.guzman1.mil@mail.mil