



DEPARTMENT OF THE ARMY  
GEORGIA NATIONAL GUARD  
Human Resources Office - AGR  
1000 Halsey Avenue SE, BLDG 447, Suite W-2101  
Marietta, Georgia 30060



## ONE TIME OCCASIONAL TOUR (OTOT) VACANCY ANNOUNCEMENT

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ANNOUNCEMENT NUMBER: 23-021 OPENING DATE: 31 Jan 2023 CLOSING DATE: 28 Feb 2023

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POSITION TITLE, AUTHORIZED MILITARY GRADE AND MOS: Recruiting and Retention NCO, E6, 00F34

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APPOINTMENT FACTORS: OFFICER(-) WARRANT OFFICER(-) ENLISTED (X)

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LOCATION OF POSITION: Recruiting and Retention Battalion, Various Locations

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### WHO MAY APPLY:

Current members of the GAARNG in the pay grade of **E5 thru E6**

**Any MOS May Apply.**

Must meet HT / WT standards IAW AR 600-9.

Must not be flagged or pending any adverse action.

All tattoos must be IAW AR 670-1, CH 3, Para 3, DTD 31 Mar 2014

Must be able to pass a position of significant trust (POSTA) screening to include behavioral health.

Must not have any felony convictions or pending legal issues of any kind (past legal convictions could cause - non-selection).

Must be able to pass a diagnostic ACFT and HT/WT screening prior to hiring board  
Must not be flagged for or pending any adverse action.

Selectees will be required to become SQI 4 qualified.

**Selectees that display a high level of professionalism and potential may receive Initial Tour, AGR Orders after 12 months.**

PUHLES Requirements: 132321

Minimum ASVAB Requirements: Have a minimum general technical (GT) score of 110 (waivable to GT score of 100 or GT score of 95 with a skilled-technical score of 95)

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**POSITION COMPATIBILITY REQUIREMENTS: Selectees who do not possess the appropriate MOS/AOC must become qualified within 12 months of assignment.** Failure to become MOS/AOC qualified within the specified period is subject to mandatory involuntary separation from the AGR program. (*This applies only if the vacancy is open to those with any MOS. See Who May Apply.*) Applicants must meet the physical demands rating and qualifications for award of the MOS/AOC in accordance with DA Pam 611-21 and NGR 600-200.

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## INSTRUCTIONS FOR APPLYING:

1. Scan documents as one PDF file, in the order listed on page 2
  2. Label the document: Announcement Number, Last Name, First Name (i.e. 21-030, Doe, Jane).
  3. Place only the following information in the subject line of your email: Announcement Number, Last Name, First Name (i.e. 21-030, Doe, Jane).
  4. All packets must be scanned into one PDF file and emailed to: [andy.l.tanner.civ@army.mil](mailto:andy.l.tanner.civ@army.mil)
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## APPLICATION DOCUMENTS:

The documents listed as “Mandatory” must be submitted for AGR eligibility screening. Documents missing or not in compliance with announcement instructions will result in DISQUALIFICATION. Missing/out of date documents MUST be addressed by a brief memo citing the document discrepancy with a short explanation.

Documents listed as “Board” are required for evaluation by the hiring board. Missing or out of date documents will not disqualify applicant from screening, but may result in an unfavorable evaluation by the hiring board. Missing/out of date documents may be addressed by a brief memo citing the document discrepancy with a short explanation.

*No documents will be accepted by HRO after the closing date of the job announcement.*

1. **(Mandatory) NGB Form 34-1 (version 20131111)**: Must be signed. Pay attention to instructions in Section IV and V. If “YES” for #3 or #4, provide police report.
2. **(Mandatory) Individual Medical Readiness (IMR) Record (MEDPROS)**: Located in AKO, My Medical Readiness, IMR Record or <https://rc.mods.army.mil/MHA/pdha/DHADeploymentCheck.aspx> PHA in accordance with (IAW) AR 40-501, Chapter 3, conducted within 15 months prior to the close date. Any PULHES with a P3 or P4 must be cleared by the Physical Evaluation Board (DA Form 199).
3. **(Mandatory) DA Form 705 (APFT)**: Must include the last 3 record APFTs. Include a memo to panel president explaining each missing APFT.
4. **(Mandatory – as required) Verification of AR 600-9 compliance from current Commander**: HT/WT (DA 5500/5501) screening within 6 months preceding COVID-19 restrictions (MAR 2020). Submit memo if HT/WT is not within 6 months of previous screening due to COVID-19.
5. **(Mandatory) Selection Board Soldier Record Brief (ERB/ORB)**: Updated copy within 90 days of job closing date. Enlisted only: ERB must include ASVAB scores with date of test.\*\*\* **If Section II does not show the required security clearance, then you must include a memo from the State Security Manager (JPAS printouts are no longer authorized) certifying your status in JPAS. At a minimum, a memo noting a favorable background check with no derogatory information on file in JPAS and proof of eligibility for a clearance.** Note: Secret expires after 10 years / Top Secret expires after 5 years. ARNG unit admin can print record brief at: <https://armgg1.ngb.army.mil/Portal/Default.aspx?ProviderName=RecordBriefProvider>.
6. **(Mandatory) NGB Form 23B Retirement Points Statement (RPAM)**: Submit a current copy, dated within 90 days of job closing date. (See your unit for this document). Non-ARNG applicants will submit a DD Form 214 (Cert. of Release or Discharge from Active Duty) for each prior active duty period, or a DD Form 1506 (Statement of Service) completed within 90 days of closing date, showing all periods of service.
7. **(Mandatory) OER/NCOER**: All copies up to the last 5 to include current (thru date on or before close date of announcement).

8. **(Mandatory) 7 Year Department of Motor Vehicle Driving Record**
9. **(Mandatory) Letter of Acknowledgement from Full Time Supervisor:** (GAARNG AGR / OTOT/ Full-time or Temp Tech / ADOS only).
10. **(Mandatory - as required) Waiver:** Request for initial entry criteria of AR 135-18 / NGR 600-5.
11. **(Mandatory) Discrepancy Memo:** Explain any deficiencies in packet (missing/incorrect documents).
12. **(Letters of Recommendation (optional):** Can be from a Rater and/or Senior Rater on the evaluations (OER / NCOER), or past and/or present immediate FTS submitted with application.
13. **Resumé (optional):** Focus on official military training and civilian experience (do not include cover letter).

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**PROBATIONARY PERIOD:** In accordance with NGR 600-5, AGR Soldiers will not be reassigned during the first 18 months of their initial tour without waiver. All new employees to the GA ARNG AGR Program shall be probationary for a period of three years following their initial date of hire. Soldiers who do not achieve an acceptable level of performance during their initial FTNGD tour may be released in accordance with AR 135-18, para 2-6a. During this probationary period, the GA ARNG may terminate the individual's employment for any reason. Such action shall not be subject to grievance and arbitration procedures.

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**PRIOR ACTIVE SERVICE:** In the event this vacancy is announced to applicants not already AGR, those Soldiers must be able to serve at least three years in a FTNGD status prior to completing 18 years of Active Federal Service (AFS) or reaching age 60.

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**SECURITY SCREENING QUESTIONNAIRE:** After being selected for a position, AGR applicants will be required to submit a security screening questionnaire to the following address: Joint Force Headquarters, Georgia National Guard, ATTN: Provost Marshal's Office, 1000 Halsey Avenue SE, Bldg 447, Suite S3094, Clay National Guard Center, Marietta, GA 30060. Derogatory information discovered as a result of the background check could cause the selectee to not be in-processed into the AGR program.

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**NATIONAL GUARD MEMBERSHIP AND ASSIGNMENT REQUIREMENTS:** The individual selected for this position will be required to satisfy a stabilization period in accordance with current HRO guidance. Soldiers hired are subject to "command directed" re-assignment anywhere in the state of Georgia, branch transfer or MOS change at any time during their career in order to meet the needs of the organization. Tour continuation is contingent upon satisfactory performance and when applicable, the recommendation of the tour continuation board. In the event this vacancy is filled with a current AGR Soldier, the term will be for the remainder of the current AGR tour. In the event this vacancy is filled with a non-AGR candidate, this tour will be for an initial period of three years. The selected applicant will remain or be placed on Full-Time National Guard Duty (FTNGD) under Title 32, USC Section 502(f). The selectee must be assigned to a compatible military position by paragraph / line as specified in the AGR Staffing Guide. A permanent change of station (PCS) may be authorized, if in the best interest of the government or if the PCS is command directed.

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**ADDITIONAL REQUIREMENTS DURING THE SELECTION PROCESS AND AGR IN PROCESSING:** Applicants will be notified by the hiring / selecting official if in-person interviews will be conducted to fill this position. At the discretion of the hiring / selecting official, applicants may be required to take a diagnostic ACFT or to provide additional documents to the board, such as physical fitness test score cards, body composition calculation forms, profiles, academic evaluation reports, OER / NCOER support forms, MEDPROS IMR Report, etc. Individuals selected for positions should not quit their current jobs, nor enter into any contractual agreements, until selection notification is made by HRO with an effective date of hire / in-processing. Selectees new to the AGR Program will be required to submit a security screening packet to the Provost Marshal's Office (PMO) for a background check; the current version will be E-mailed to the selectee by HRO after the selectee accepts the AGR

position. Selectees will also complete the Certificate of Agreement and Understanding found in NGR 600-5, Appendix B. Per NGR 600-5, para 2-2b, selectees not currently in the AGR Program must provide negative test results for HIV prior to AGR in-processing. HRO will schedule a Chapter 2 / 4 / 5 Physical for the selectee; final medical approval authority for entry into the GAARNG AGR Program is the OIC of Medical Actions Branch (MAB). Applicants who will be promoted to E8, E9, O4, O5, or O6 as a result of their selection must await an NGB controlled grade authorization before being promoted. Soldiers previously separated from the AGR Program may reapply IAW AR 135-18

**EQUAL OPPORTUNITY:** The Georgia National Guard is an Equal Employment Opportunity Employer. All qualified applicants will receive consideration for this announcement without regard to race, color, religion, national origin, sex (including gender identity) or sexual orientation.