



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



**ONE TIME OCCASIONAL TOUR (OTOT)  
ANNOUNCEMENT NUMBER 19-63**

**Position Title:** RECRUITING AND RETENTION NCO

**Opening Date:** 3 JULY 2019

**Closing Date:** 18 JULY 2019

**MOS:** 79T (Multiple Positions - Open to any MOS)

**Duty Station:** Various Locations throughout New Jersey

**Start Date:** On or about 29 July 2019

**Duration:** 1 Year Tour Assignment

**Military Grade:** This announcement is open to Soldiers in the grade E4-E6. All E4/SPC must have completed Basic Leader Course (BLC).

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

**Rank Requirement:** IAW SMOM 19-013, Exceptions may be considered for Soldiers in the rank of SPC/CPL. These Soldiers must have at least three years of time in service and be a graduate of the Basic Leaders Course.

Qualified Recruiter will be able to received SPECIAL DUTY ASSIGNMENT PAY  
(Up to \$375.00 per month)

**\*\* 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. \*\***

1. Physical demands 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
3. A Soldiers possessing a 3 in upper extremities must have prior MOS Administrative Retention Review (MAR2) clearance (waiver not authorized).
  - (a) 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).
  - (b) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (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. Formal training: Successful completion of the ARNG Non-Career Recruiter Course and all phases of Advance Leader Course (ALC) is mandatory prior to being awarded the MOS. (No waivers authorized)
8. Must be able to obtain and maintain a valid motor vehicle operator license.

**Duties and Responsibilities:** Serves as a RRNCO. 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. 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.

### **\*\*\*POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY\*\*\***

**Reference: *ALARACT 188/2014, HQDA EXORD 193-14 Screening of Sexual Harassment/ Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust AND Suitability and Security Screening Policy for Personnel Identified in or Nominated to Occupy a Position of Significant Trust and Authority (PPOM #15-040)***

**Note: Retention in this position is contingent upon successful completion of the POSTA requirements and satisfactory completion of the Recruiting and Retention Course.**

Must not have a Type I offense or Type II (Offense (See HQDA EXORD 193-14, Annex B attached)

#### **Screening for Type I and Type II Offenses will consist of the following:**

- Criminal background check completed by a fingerprint scan as well as law enforcement check where you worked, lived, and went to school for the last 7 years.
- A review of your Official Military Personnel File
- Time limitations on Type I and Type II offenses are as follows:
  - Type I offense – No time limitation
  - Type II Offense – Over a Soldier's career unless otherwise specified in Annex B attached.
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369 and/ Fingerprint scan
- The RRB will conduct a Behavioral Health Interview prior to duty assignment in position of significant trust.
- Must have favorable results from:
  - Department of Army Inspector General (DAIG)
  - Criminal Investigation Division (CID)
  - Office of Military Personnel File Review
  - Army Substance Abuse Program

**\*\*\*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

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.

**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](#). (*WITH THE EXCEPTION OF No.12*)
2. Complete [NGB Form 34-1](#), Application for OTOT Position.
3. Complete the OTOT Application Packet Checklist. (Pg. 6)
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: [ng.nj.njarng.mbx.nj-job-submission@mail.mil](mailto:ng.nj.njarng.mbx.nj-job-submission@mail.mil)
5. Your application packet must be received prior to midnight EST on the closing date.

**POINT OF CONTACT:** J1-AGR Branch Phone: (609) 562-0208 or  
[stefanie.l.bobko.mil@mail.mil](mailto:stefanie.l.bobko.mil@mail.mil) (609) 562-0905

Email: [ng.nj.njarng.mbx.nj-job-submission@mail.mil](mailto:ng.nj.njarng.mbx.nj-job-submission@mail.mil)

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

**\*\*\*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 AGR 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) 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 taken within the past 6 months (See Readiness NCO). Please attach a copy of DA Form 5500/550, if applicable include your Permanent Profile if an alternate event is performed. Soldiers on a Temporary Profile and have a shaving profile are **NOT** eligible to apply.

\_\_\_\_\_ 8. Your last 5 NCOER's. Personnel who do not have 5 NCOER's, must submit a memorandum explaining the circumstances. Specialist and 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. Copy of Line Scores

\_\_\_\_\_ 16. Copy of 1059 for Basic Leader Course (only for E4/SPC if applicable)

\_\_\_\_\_ 17. Copy of completion certificate for SSD1.

\_\_\_\_\_ 18. 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.**

**POINT OF CONTACT:** J1-AGR Branch at (609) 562-0208 or [stefanie.l.bobko.mil@mail.mil](mailto:stefanie.l.bobko.mil@mail.mil)  
(609) 562-0905.

Email: [nj.njarnq.mbx.nj-job-submission@mail.mil](mailto:nj.njarnq.mbx.nj-job-submission@mail.mil)