

Position: Recruiting ADOS

Rank/Grade: SPC/E4 through SSG/E6

Eligible Soldiers: NCARNG Soldiers Only

Unit, Location: NCARNG RECRUITING and RETENTION BN (Various Duty Locations Statewide)

Opens: 10 Feb 2017

Closes: 10 Mar 2017

POC: SFC Romia L. Smith, romia.l.smith.mil@mail.mil, 984-664-6675

POSITION DESCRIPTION: Performs administrative functions and duties in support of all Recruiting and Retention operations and support functions. Duty includes, but limited to, Recruiting, Recruiting Store Front Office operations, Mobile Recruiting Team, Recruit Sustainment Program, Military Entrance Processing Station, and Marketing and Advertising. Recruit qualified personnel for the NCARNG to meet monthly accession and retention goals as established by NGB and OTAGNC. Screen leads, prospects, and potential enlistees for personal aptitudes and qualifications for military service. Explains training opportunities, basic combat training, and military life to prospects, applicants, and prospective enlistees. Assists RRNCOs in maintaining lead refinement lists. Administer effective high school recruiting programs. Assists RRNCOs in transporting applicants for military processing. Assists recruiting support personnel in administrative duties and transporting recruiting incentive items to statewide area locations. Maintains high standards of physical fitness and appearance and portrays a Soldierly appearance at all times.

QUALIFICATION REQUIREMENTS: Must not be on a temporary profile. Applicants must have a valid Drivers License. Applicant must have a minimum score of 110 in aptitude area of GT, or waiverable to 100 in GT and 100 in ST for ASVAB tests administered prior to 2 January 2002 or a GT of 100 and ST of 96 on ASVAB tests administered on or after 2 January 2002. Previous experience and background in administrative work, human resources, and logistics is preferred but not required. Previous training and experience as a recruiter, recruiting ADOS assistant, or Career Counselor is also preferred but not required. Must be able to communicate clearly and have good organizational and time management skills. Must attain an interim secret clearance within 60 days of selection notification. Must meet retention medical/physical standards of Chapter 3, AR 40-501. Must not have served more than 15 years of Active Federal Service (AFS) if in the rank of SSG. Must not have served more than 13 years of Active Federal Service (AFS) if in the rank of SGT. It is recommended that Soldiers in

the rank of SPC/E4 have completed BLC, or are scheduled to attend BLC in the next 12 months.

ADDITIONAL INFORMATION: Period of tour will be until 30 Sep 2017. Applications will be screened by RRB for eligibility. During the board proceedings, each applicant will be advised of the notification process following the board and an OML will be established. After the OML is established, each applicant will be contacted and offered positions as they become available. No orders will be published until Soldier meets all entrance requirements. Board President will notify each applicant of the board's findings. Each applicant will be told where they fall on the OML upon notification by the board President/POC. Must meet required POST screening requirements within 45 days of orders being published. Applicants that fail to meet POST screening requirements will be released from RRB ADOS duty assignment.

PLEASE READ DISCLAIMER: You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications will be considered "Not Qualified" because of lack of information. RRB is not responsible for incomplete packets; however, applicants with incomplete packets will be notified by email only after the closing date of announcement with a suspense date. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. Email applications to ng.nc.ncarng.mbx.rrb-hq@mail.mil or mail applications TO: NGNC-RRR Attn: SFC Smith, Romia., 4105 Reedy Creek Road, Raleigh, NC 27607. Applications must be received in the RRB Office or emailed to ng.nc.ncarng.mbx.rrb-hq@mail.mil (in one attachment) no later than 1600 hours on the closing date of the announcement. Applications must not be mailed using government-supplied envelopes or postage.

ADOS APPLICATION CHECKLIST

1. **DA Form 1058-R, Application for ADSW Tour.** Soldier completes blocks 2-24, Sign and date blocks 21 & 22, and signs block 23. BN S1 completes blocks 26-35d Unit Commander must sign and date block 34e.
2. **Copy of ERB and copy of PQR.** (Generated within 30 days of application submission).
_____ Soldier is a member of the North Carolina National Guard
_____ Soldier is not under suspension of favorable actions (FLAG) per AR 600-8-2.
_____ ASVAB scores match the qualification requirements for the announcement.
_____ Soldier is not within 6 months of ETS/MRD on the report date of tour.
3. **DA Form 705, APFT Scorecard.** Must have taken APFT within the last 6 months. No temporary profiles.
_____ Completed APFT within the last 6 months.
_____ Passed APFT.
_____ DA Form 3349 Physical Profile: Include ANY permanent profiles
4. **DA Form 5500/5501 Body Fat Worksheet** (Within 6 Months) (If applicable)
_____ Compliance within the Army Weight Control Program.
5. **IMR - Individual Medical Readiness printout from AKO-** (Generated within 30 days of application submission)
_____ Physical Health Assessment (PHA) completed in the last 6 months.
_____ Soldier meets Army medical retention standards IAW Chapter 3, AR 40-501
_____ HIV shows green and HIV-1 test completed within the last 2 years.
_____ Soldier is not pregnant
6. **NGB Form 23/23b, Retirements Points History Statement (RPAM).** (Generated within 30 days of application submission)
_____ Soldier will not be able to qualify for Sanctuary as a result of OS Order.
7. **AFCOS Orders Query.** (used to determine last 31 day break in orders for purposes of separation pay)
_____ Soldier will not qualify for separation pay as a result of duty
8. **All DD Form 214s/215s** ever received from any military service (must have items 23-30 included).
9. **Unit Commander's Recommendation Letter** (not older than 30 days, sample provided on NCGKO)
10. **Copy of Driver's License,** front and back
11. **DA Form 7424, Jul 2009, Sensitive Duty Assignment Eligibility Questionnaire**

NOTE: Packets received without certification or signatures will be considered incomplete. The documents listed above must be enclosed (photocopies only – do not send originals): NO BINDERS. For general or specific questions about packet or documents listed please call 984-664-6675 for assistance.

**APPLICATION FOR ACTIVE DUTY FOR TRAINING, ACTIVE DUTY FOR SPECIAL WORK,
TEMPORARY TOUR OF ACTIVE DUTY, AND ANNUAL TRAINING FOR SOLDIERS OF THE
ARMY NATIONAL GUARD AND U.S. ARMY RESERVE**

For use of this form, see AR 135-200; the proponent agency is DCS, G-1.

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 USC 672(d) and USC 275.
PRINCIPAL PURPOSE: To determine eligibility and schedule individuals for active duty for special work or active duty for training on requested dates.
ROUTINE USES: To identify the applicant as a Reserve Component member and to issue active duty for special work or active duty for training orders.
DISCLOSURE: Completing this form is mandatory for individuals applying for active duty for special work and active duty for training. If not completed, you will be ineligible for the requested tour.

PART I - APPLICANT (Read instructions in AR 135-200 before completing this form.)

1. TO (Include ZIP Code)			
2. NAME (Last, First, MI)			
3a. PERMANENT HOME ADDRESS (Include ZIP Code)		4a. ADDRESS FROM WHICH YOU WILL REPORT FOR DUTY (If different from permanent home address) (Include ZIP Code)	
3b. HOME TELEPHONE NUMBER (Include area code)		4b. HOME TELEPHONE NUMBER (Include area code)	
3c. BUSINESS TELEPHONE NUMBER (Include area code)		4c. BUSINESS TELEPHONE NUMBER (Include area code)	
5. UNIT OF ASSIGNMENT OR ATTACHMENT		6. GRADE	7. BRANCH
8. SEX <input type="checkbox"/> Male <input type="checkbox"/> Female	9. DOB	10. MARITAL STATUS	11. NO. OF DEPENDENTS
12. PRIMARY SSI (AOC) /MOS	13. DUTY SSI (AOC) /MOS	14. HEIGHT	15. WEIGHT
16. <input type="checkbox"/> I am <input type="checkbox"/> I am not drawing a pension, disability compensation, or retired pay from the U.S. Government.		17. TOTAL YEARS, MONTHS, DAYS OF ACTIVE FEDERAL SERVICE (AFS)	
18. FOR INDIVIDUAL MOBILIZATION AUGMENTEES ONLY: THIS APPLICATION IS FOR (Check one) <input type="checkbox"/> IMA AT <input type="checkbox"/> ADT in lieu of IMA AT <input type="checkbox"/> Additional ADT			
19. DATES OF ADSW/TTAD/ADT/AT REQUESTED			
a. FIRST CHOICE		b. SECOND CHOICE	
NUMBER OF DAYS	BEGINNING DATE/TIME	NUMBER OF DAYS	BEGINNING DATE/TIME
LOCATION		LOCATION	
DUTY/TRAINING AGENCY		DUTY/TRAINING AGENCY	
20. To the best of my knowledge and belief, I am physically qualified for active military duty. I was			
a. LAST EXAMINED ON		b. AT	
21. SIGNATURE		22. DATE	

23. REMARKS

I understand that although at the completion of my tour I may be within 2 years of qualifying for an active duty retirement under 10 USC 1293, 3911, or 3914, it is current Army policy that I will be released from active duty at the completion of my tour unless continued retention on active duty is considered in the best interest of the Army by the Assistant Secretary of the Army (*Manpower and Reserve Affairs*). I hereby consent to my release from active duty at the completion of this tour.

(Signature of applicant)

PART II - RECORDS CUSTODIAN

24. PAY ENTRY BASIC DATE	25. SECURITY CLEARANCE	26. PROMOTION CONSIDERATION CODE	27. DATE OF RANK
28. RYE DATE	29. ETS (<i>Enlisted</i>)	30. MANDATORY REMOVAL DATE (<i>Officers</i>)	31. UIC
32. HIV TEST DATE	33. PANOGRAPHIC DENTAL X-RAY ON FILE <input type="checkbox"/> YES <input type="checkbox"/> NO		

34. List all previous AD, TTAD, AT, ADT, IADT, and ADSW in the previous and current fiscal year showing inclusive dates, purpose of tours, and HQ or agency to which attached.

a. PERIOD OF TRAINING/DUTY			b. TYPE TRAINING/DUTY (AD, TTAD, etc.)	c. LOCATION/INSTALLATION	d. DUTY PERFORMED
FROM	TO	NO. DAYS			

e. SIGNATURE OF UNIT COMMANDER	f. DATE
35a. NAME OF RECORDS CUSTODIAN (<i>Last, First, MI</i>)	b. GRADE
c. SIGNATURE	d. DATE



DEPARTMENT OF THE ARMY
HEADQUARTERS AND HEADQUARTERS COMPANY 230TH BSB
230TH BRIGADE SUPPORT BATTALION
700 US HIGHWAY 117 SOUTH BYPASS
GOLDSBORO, NORTH CAROLINA 27530-6730

NGNC-LGA-HHC

13 February 2014

MEMORANDUM FOR RECORD

SUBJECT: Letter of Recommendation for [REDACTED]

1. The purpose of this memorandum is to recommend [REDACTED] for an ADOS Tour. [REDACTED] is an important asset to our unit and plays a very important role for our unit to complete our mission. [REDACTED] is very knowledgeable and is a point of reference for other members within the S6 Section.
2. [REDACTED] is ready for the responsibility of being on an ADOS tour with the NCARNG. Hiring [REDACTED] would benefit the North Carolina Army National Guard.
3. Point of Contact for this memorandum is SSG Joseph Montague (919) 731-2021 ext 15414.

A handwritten signature in cursive script, reading "Lee M. Walter".

Lee M. Walter
CPT, AR, NCARNG
Commanding

SENSITIVE DUTY ASSIGNMENT ELIGIBILITY QUESTIONNAIRE

For use of this form, see AR 614-200, the proponent agency is DCS, G-1.

PRIVACY ACT STATEMENT

AUTHORITY: 5 U.S.C. 301, Departmental Regulation; 10 U.S.C. 3013, Secretary of the Army; Army Regulation 614-200, Enlisted Assignments and Utilization Management; and E.O. 9397 (SSN).

PRINCIPAL PURPOSE(S): To obtain the necessary information to ensure a Soldier is eligible for sensitive duty.

ROUTINE USES: None. The "Blanket Routine Uses" set forth at the beginning of the Army's Compilations of System Records Notices apply to this system.

DISCLOSURE: Voluntary. However, failure to provide all the requested information may result in ineligibility for this type of assignment.

1. Have you been arrested, apprehended, investigated, or had police involvement for any of the below listed reports of unfavorable information within the last 12 months?

NO

YES

(If you checked YES, indicate by annotating the date/dates of the incident next to the report/reports of unfavorable information.)

TYPE I REPORTS OF UNFAVORABLE INFORMATION DISQUALIFIERS

- _____ (1) Sexual harassment; assault of a subordinate, spouse, child (moderate to severe); rape; or indecent acts with minors.
- _____ (2) Incest, bestiality, adultery, sexual activity with subordinate soldiers, or fraternization.
- _____ (3) Conduct in violation of the Army's policy on participation in extremist organizations or activities.
- _____ (4) Court-martial conviction, provided it has not been reversed by a higher court or other appropriate authority.

TYPE II REPORTS OF UNFAVORABLE INFORMATION DISQUALIFIERS

- _____ (1) Driving under the influence (DUI).
- _____ (2) Assault (other than subordinate, spouse, or child) or report of mild spouse/child abuse.
- _____ (3) Any drug offense.
- _____ (4) Larceny/theft.
- _____ (5) A traffic violation with 6 points or more assessed (does not include parking violations).

UNFAVORABLE INFORMATION

_____ Have you been arrested, apprehended, investigated, or had police involvement due to any unfavorable incident within the last 12 months?

2. PRINT SOLDIER'S NAME

3. RANK

4. SSN

5. SOLDIER'S SIGNATURE

6. DATE

7. COMMANDER (Signature)

8. RANK/GRADE

9. DATE

FOR HRC USE ONLY

EBSS: _____

DATE: _____