

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

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| Announcement Number: | MVA-AR-23-28 **** AMENDED **** |
| Position Title: | Human Resources SGT |
| Date of Announcement: | 23 February 2023 |
| Closing Date: | 22 March 2023 |
| Duty Location & Unit: | HQ 572 nd Brigade Engineer Battalion (BEB), 86 th IBCT (MTN) 2143 Post Road, Rutland, VT 05701 (WP6WT0) |
| Grade, MOS & Para/Lin: | SGT/E5, MOS 42A2O, Para/Lin 109/03 |
| Period of Tour: | Initial Tour is 3 years. Subsequent tours are subject to recommendation by the Senior Leadership pursuant to NGR 600-5. On-board VTARNG AGR Soldiers are subject to Vermont Army National Guard Policy (2022-16), Active Guard Reserve (AGR) Enlisted Stabilization. |
| Selecting Official: | MAJ Daniel Silver; (802) 338-4088; daniel.a.silver2.mil@army.mil |
| Human Resources Office Point of Contact: | CW4 Melissa M. Rice; (802) 338-3346; melissa.m.rice3.mil@army.mil |
| Area of Consideration: | All current members of the VTARNG and those eligible to become members. Applicants must currently hold the rank of E-4 - E-6. Applicants in the grade/rank of SSG/E-6 must be administratively reduced to SGT/E-5, if selected. Applicants in the grade of SPC/E4 must be graduates of the Basic Leader Course. |
| PCS Authorized: | Yes (As determined advantageous to the government IAW applicable regulations) |

- To qualify for initial entry, applicants must meet initial eligibility requirements IAW NGR 600-5 and AR 135-18, Table 2-1. This includes a current, passing APFT/ACFT and Height/Weight as of the closing date of this advertisement.
- Selecting Official will ensure applicants are screened for height/weight prior to the interview board and those not in compliance with AR 600-9 will not be considered.
- Before being accessed into the AGR program, Soldiers must successfully complete a physical IAW Chapter 3, AR 40-501. Soldiers must be confirmed worldwide deployable (to include austere environments) with no limitations on duty. Applicants must not be MRC3 or MRC4 or on a temporary profile with the exception of those applicants who are pregnant.
- Applicants must have a PULHES that does not exceed “222222” for entry into the MOS of 42A.
- Applicant must be eligible for a “SECRET” Security clearance upon entry into the AGR program. If the investigation is unfavorable, immediate action will be taken to terminate the individual’s AGR tour.
- Applicants must have a minimum score of 95 in aptitude area “CL” on the Armed Services Vocational Aptitude Battery (ASVAB) test administered prior to 2 January 2002. A minimum score of 92 in aptitude area “CL” on ASVAB test administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area “CL” on ASVAB test administered on and after 1 July 2004.
- Applicants must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- **Applicants who are flagged, or should be flagged, for any reason will not be considered for AGR tours.**
- Official start date of this position will be determined by the needs of the organization.

Duties and Responsibilities:

- The primary purpose of this position is to serve as Human Resources Sergeant for HQ 572nd BEB, 86th IBCT (MTN).
- Assists in administering training programs to Functional Users and Unit personnel. Visits the user/units to provide assistance as required to validate personnel records and ensure data accuracy. Maintains contact with user/units in order to provide technical assistance and error resolution.
- Manages and maintains the unit database. Acts as point of contact for units and users. Resolves user problems on system usage, consults supervisor for decisions on complex user problems. Performs quality assurance checks on the personnel database to ensure validity and accuracy.

- Creates unique reports requested from users. Ensures that output is restricted to authorized users as determined by policies and regulations. Keeps abreast of personnel regulations and updates/releases.
- Examines documents received from units to verify completeness, accuracy, and clarity prior to creating transactions. Prepares and processes transactions and enters them into required personnel systems. Prepares and processes corrections to the database. Analyzes transaction registers and resolves errors.
- Processes a variety of military personnel transactions involving the appointment, enlistment, reenlistment, separation, promotion, assignment, line of duty action, transfer, evaluation, qualification, attendance, clearance, training and personnel recognition of enlisted and officer personnel in the National Guard. Provides assistance to members and dependents involving benefits and entitlements, survivor benefits, and other personal affairs/family support activities. Initiates and maintains military personnel records for assigned and attached officer and enlisted individuals, working with them, as well as from supporting documentation, to ensure that information and data are current and accurate. Ensures complete and correct military personnel data is provided and entered into the variety of automated personnel reporting systems as required.
- Attends all unit training assemblies, additional training assemblies and AT periods. Provides assistance and guidance in the preparation for and execution of unit training and mobilization readiness related activities. Must be willing to attend all required schools, courses, and events that support unit activities. May be required to perform duties in the support of the Recruiting and Retention Program.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Other Requirements:

- Applicants do not need to be MOSQ, but must become 42A MOSQ within 12 months, if selected.
- Must possess a valid state driver's license and must be able to operate military vehicles, equipment, and office machines within the unit of assignment.
- Applicants must be ARNG SENIOR HR NCO AND WARRANT OFFICERS Course qualified or become qualified within 12 months. (NGPEC Course)
- Applicants must be SQI "E" qualified or become qualified within 24 months.

Instructions for Applying:

- Interested applicants will submit documents on the attached Title 32 AGR Application Checklist.
- Applications without all required supporting documents will not be considered. Applications received after 1600 on the closing date will not be considered.
- **ONLY emailed applications will be accepted.** Email Application as one PDF Document to ng.vt.vtarng.list.hro-army-agr@army.mil

Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, sex or sexual orientation or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the "Human Goals" of the Department of Defense.

TITLE 32 AGR APPLICATION CHECKLIST

****INCOMPLETE APPLICATION MAY NOT BE ACCEPTED****

NAME (Last, First): _____ **Rank:** _____ **SSN:** _____

Contact Phone #: _____ **Email:** _____

Mailing Address: _____

Current Status: M-DAY / FTNGD-OS (ADOS) / AGR / TECH / ~~AC~~ / ~~USAR~~ (CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature).
Hyperlink: <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>
2. _____ Photo copy of Driver's License.
3. _____ All DD 214s for all periods of active service. DD 214 copies must include bottom portion that identifies Separation Code. Include any DD 215s and DD 220s as applicable.
4. _____ NGB Form 23B, Army National Guard Retirement Points History Statement (If a member of the National Guard, otherwise submit DD Form 1506).
5. _____ Individual Medical Readiness (IMR) Report from MEDPROS reflecting last Physical Health Assessment (PHA) within 15 months. Report must show worldwide deploy ability and has no duty limitations. Also submit all copies of current temporary and permanent profiles with IMR. (Note: Do NOT submit copy of PHA with application)
6. _____ Current Certified Enlisted Record Brief (ERB) with ASVAB scores. If ASVAB scores are not reflected on the ERB, then a copy of one of the following is required in addition to your ERB: DD 1966 or REDD Report showing ASVAB scores and date test was taken.
7. _____ Submit most current DA 705/5500/5501 IAW Army Directive 2022-05
8. _____ Copy of last five NCOERS. If newly promoted E5, letters of recommendation are encouraged but not required.
9. _____ Current AGR Soldiers applying need to include a memorandum from full time chain of command acknowledging your application.
10. _____ Memorandum of explanation for missing documentation (if applicable).
11. _____ Letters of recommendation. It is optional for applicants to submit any Letters of Recommendation for the position.