

VERMONT ARMY NATIONAL GUARD LATERAL ARMY AGR VACANCY

Announcement Number:	MVA-AR-21-19 *LATERAL
Position Title:	SR Human Resource NCO / 42A40
Date of Announcement:	27 April 2021
Closing Date:	7 May 2021
Duty Location & Unit:	Joint Forces Headquarters-Vermont (W8BFAA) 789 Vermont National Guard Road, Colchester, VT 05446
Grade, MOS & Para/line:	SFC / E-7 42A40 209C/09
Period of Tour:	Tour is subject to VTARNG Stabilization Policy Memorandum 2020-03
Selecting Official:	COL Dana Tourangeau, 802-338-3130; dana.j.tourangeau.mil@mail.mil
Human Resources Office Point of Contact and Address:	SSG Nathan Brimmer, 802-338-3143; nathan.m.brimmer.mil@mail.mil 789 Vermont National Guard Rd Green Mountain Armory; Room 234 Colchester, Vermont 05446-3099
Area of Consideration:	*Onboard AGR Soldiers holding the rank of SFC within the VTARNG*
PCS Authorized:	YES (As determined advantageous to the government IAW applicable regulations)

Eligibility Requirements:

- To qualify for subsequent continuation in the AGR program, applicants must meet the eligibility requirements IAW NGR 600-5 and AR 135-18 Table 2-4. This includes a passing APFT and Height/Weight within 8 months of ad closing date.
- Applicants possess or be eligible to possess a “SECRET” Security clearance. If the investigation is unfavorable, action will be taken to remove the individual from this position.
- Applicants must have a current PHA and must not be MRC3 or MRC4.

Duties and Responsibilities:

- This position is located in the G1/J1 Integrated Personnel and Pay System – Army (IPPS-A) Military Personnel Office (MILPO) of the Army National Guard (ARNG). The purpose of this position is to provide technical expertise and guidance for staff decisions and state personnel actions that encompasses information retrieval capabilities for Commissioned Officers, Warrant Officers, and Enlisted Personnel. Will support the functional areas of strength accounting and personnel management. Will understand the IPPS-A capability of interfacing (sharing data between systems) with other systems such as those within the Military Pay Branch and as well as the Retirement Points Accounting Management (RPAM) System. In addition, will work closely with all entities that support IPPS-A functions that generate outputs for external interfaces and data transfers.
- Will supervise daily activities and all assigned tasks to meet the objectives of the state and the HHC Detachment. Will work closely with all functions of the J1 staff to include but not limited to: Officer Personnel Management (OPM), Enlisted Personnel Management (EPM), the Personnel Services Section, Recruiting and Retention Battalion, Education and Incentives, Military Funeral Honors, Deputy State Surgeon, Substance Abuse, Resiliency Program, Family Programs, and personnel services within the HRO. Develop a relationship with the JAG and seek guidance as required.
- Interprets policy and provides procedural guidance to staff members and individual military members. Provides training to supervisors and guidance and assistance to military members on program for which assigned. Conducts and/or participates in Soldier Readiness Processing/Check (SRP/SRC), and unit mobilizations and de-mobilizations. Reviews, evaluates, and interprets regulatory guidance, policies, and procedures applicable to military personnel programs and provides guidance to all users. Publishes guidance to enhance and simplify completion and submission of personnel actions. Conducts staff visits and trains personnel within the unit in all programs for which responsible. Conducts periodic briefings for staff, commanders, and administrative personnel to promote full understanding of all aspects of the assigned program.
- 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.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Other Requirements:

- Applicants must currently hold the rank/grade of SFC/E-7.
- Applicants must be qualified in the following MOS:42A40
- 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 who are flagged, or should be flagged, for any reason will not be considered for AGR tours.**

Miscellaneous:

Instructions for Applying:

- Interested applicants will submit documents on the attached Title 32 AGR Application Checklist. Please do not submit applications in binders or stapled together.
- Applications without all required supporting documents will not be considered. Applications received after 1600 on the closing date will not be considered. Original packets will not be returned once they are received by the AGR Office.
- US Government postage and envelopes may not be used for submitting applications.
- **Emailed applications will be accepted. Email application as a single PDF document to nathan.m.brimmer.mil@mail.mil**

**Submit Applications (with attached checklist) to:
Human Resources Office
AGR Section, Room 234
789 Vermont National Guard Road
Colchester, VT 05446-3099**

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~~ / AGR / ~~TECH~~ / AC / USAR (CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. _____ Letter of Interest.
2. _____ Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 15 months. Report must show worldwide deployable and has no duty limitations. Submit copies of all current temporary and permanent profiles with IMR.
3. _____ Current Certified Enlisted Record Brief (ERB).
4. _____ NGB 23B (RPAM Statement).
5. _____ Submit most recent DA 705/5500/5501 in accordance with current COVID-19 Guidance.
6. _____ Copy of last five NCOERS.
7. _____ Memorandum from full time chain of command acknowledging your application.
8. _____ Memorandum of explanation for missing documentation (if applicable).