

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

Announcement Number:	MVA-AR-22-23
Position Title:	Human Resources NCO
Date of Announcement:	10 May 2022
Closing Date:	14 June 2022
Duty Location & Unit:	HQ 86 IBCT (MTN) 113 Ethan Allen RD, Jericho, VT 05465
Grade, MOS & Para/lin:	SGT/E5 42A2O 112/05
Period of Tour:	Initial Tour is 3 years. Subsequent tours are subject to recommendation by the Senior Leadership pursuant to NGR 600-5.
Selecting Official:	MAJ Steffan Asper; steffan.e.asper.mil@army.mil
Human Resources Office Point of Contact and Address:	SSG Nathan Brimmer, nathan.m.brimmer.mil@army.mil (802) 338-3143 789 Vermont National Guard Road Green Mountain Armory; Room 234 Colchester, Vermont 05446-3099
Area of Consideration:	All Members of The Vermont Army National Guard Applicants must currently hold the rank of E5-E7. Soldiers holding the rank of E6 or above must accept an administrative reduction to E5 if selected.
PCS Authorized:	NO

Eligibility Requirements:

- 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 passing APFT and Height/Weight within 12 months of ad closing date (Current AGR and FTNGD-OS must be within 8 months). Selecting Official will ensure applicants are screened for height/weight prior to the interview board and those not passing will not be considered.
- Before being accessed into the AGR program, Soldiers must successfully complete a physical IAW NGVT-HRO-AGR (2016-01), NGR 600-5 and AR 40-501. Soldiers must be confirmed worldwide deployable (to include austere environments) with no limitations on duty by the AGR office.
- Personnel 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 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.**

Duties and Responsibilities:

- The primary purpose of this position is to serve as a Human Resources Sergeant in the 86th IBCT S-1.
- 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 database to ensure validity and accuracy.
- Creates unique reports requested from users using SQL or Access. 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 into system. 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 not 42A MOSQ will need to become qualified within 12 months.
- 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 for any reason will not be considered for AGR tours.**

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 one PDF Document to nathan.m.brimmer.mil@army.mil**

Miscellaneous:

**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 (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://vt.public.ng.mil/Portals/19/Forms/ngb34_1.pdf)
2. _____ Photo copy of Driver's License.
3. _____ All DD 214s for all periods of active service. DD 214 copies must include bottom portion identifies Separation Code.
4. _____ NGB Form 23B Retirement Points History Statement (If a member of the National Guard)
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 recent DA 705/5500/5501 IAW Army Directive 2020-05**
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).