

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

Announcement Number:	MVA-AR-22-59
Position Title:	Training (Admin) NCO
Date of Announcement:	05 August 2022
Closing Date:	05 September 2022
Duty Location & Unit:	C TRP 1-172 nd CAV 86 IBCT (MTN) 73 High St, Lyndonville, VT 05851 (WPXEC0)
Grade, MOS & Para/lin:	SSG / E6 11B3O 308/01
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 Sarah Palhete, sarah.m.palhete.mil@army.mil ; (802) 338-4137
Human Resources Office Point of Contact and Address:	SSG Nathan Brimmer, nathan.m.brimmer.mil@army.mil ; (802) 338-3143 789 Vermont National Guard Rd Green Mountain Armory; Room 234 Colchester, Vermont 05446-3099
Area of Consideration:	*All members of the VTARNG and those eligible to become members* Applicants must currently hold the rank of E-5 thru E-7. If Selected applicants in the grade of E-7 must accept an administrative reduction to E-6.
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 have a current PHA and must not be MRC3 or MRC4.
- Applicants for this position must be World Wide Deployable.
- Applicants not MOSQ must have a minimum aptitude score in “CO” as follows: A minimum score of 90 in aptitude area “CO” in ASVAB tests administered prior to 2 January 2002. A minimum score of 87 in aptitude area “CO” on ASVAB tests administered on and after 2 January 2002.
- Applicants must have a PULHES that does not exceed “111221” with Red/Green color discrimination for entry into the MOS of 11B.
- 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 Training/Admin NCO for C TRP 1-172nd CAV 86 IBCT (MTN).
- 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 a current and accurate. Ensures complete and correct military personnel data is provided and entered into the variety of automated personnel reporting systems as required.
- Manages and maintains the unit database. Acts as point of contact for unit 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. Assists in administering training programs to Functional Users and Unit personnel. Provides

- assistance as required to validate personnel records and ensure data accuracy. Maintains contact with user in order to provide technical assistance and error resolution for Army Evaluation Systems and other automated DOD user systems and programs.
- Responsible for carrying out the Commander's plans and programs for the accomplishment of the unit's training objectives and missions based on detailed guidance from the Unit Commander, draft training schedules and other training documents. Upon approval from the Unit Commander, publishes above mentioned documents in proper prescribed format. Maintains the unit training files by continual review of available publications and directives.
 - Develops the unit mobilization and movement plans as necessary based on guidance from the Unit Commander. Keeps abreast of changes to mobilization requirements by continuous review of mobilization directives and regulations. Assists the unit in the development of a comprehensive loading plan. Updates unit loading plan as required.
 - Maintains the development and monitoring of a comprehensive MOS qualification training program. Advises and assists unit NCOs in implementation and conduct of supervised on-the-job training (SOJT) programs. Provides advice and assistance to first line supervisors for implementation and conduct of MOS qualification programs. Prepares requests for training areas, vehicles, equipment, ranges and other items required to support scheduled training 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
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Other Requirements:

- Applicants must currently hold the rank/grade of E-5/SGT thru E-7/SFC
- Applicants do not need to be MOSQ, but must become 11B MOSQ within 12 months if selected.
- Applicant must successfully complete Unit Admin Course within 12 months if selected.
- Applicant must be SQI "E" (Mountaineer) qualified or become qualified within 24 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:**
[ng.vt.vtarng.list.hro-army <agr@army.mil>](mailto:ng.vt.vtarng.list.hro-army@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)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature. Hyperlink: <https://vt.public.ng.mil/Resources/Human-Resources-Full-Time-Jobs/>)
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 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).