

VERMONT ARMY NATIONAL GUARD ARMY LATERAL AGR VACANCY

Announcement Number:	MVA-AR-22-67 *LATERAL
Position Title:	Senior Human Resources NCO / 42A4O
Date of Announcement:	28 September 2022
Closing Date:	08 October 2022
Duty Location & Unit:	HHC 3 rd Battalion 172 nd INF, 86 th IBCT (MTN) 13 Mountain School Rd, Jericho, VT 05465 WV49T0
Grade, MOS & Para/lin:	SFC / E7 42A4O 107/02
Period of Tour:	Minimum of two years for voluntary reassignment. Tour is subject to VTARNG Stabilization Policy Memorandum.
Selecting Official:	MAJ Nathan Fry, (802) 899-7113, nathan.e.fry.mil@army.mil
Human Resources Office Point of Contact and Address:	SSG Nathan Brimmer, (802) 338-3143, nathan.m.brimmer.mil@army.mil 789 Vermont National Guard Rd Green Mountain Armory; Room 235 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 must have a current PHA and must not be MRC3 or MRC4.
- Applicants for this position must be World Wide Deployable.
- **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 Senior Human Resources NCO in Headquarters, 3-172 IN
- 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 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.
- 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 must currently hold the rank/grade of SFC/E7.
- Applicant must currently hold MOS 42A.
- 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 meet stabilization requirements as outlined in VTARNG Stabilization Policy Memorandum and NGR 600-5.

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**

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~~ / **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 IAW Army Directive 2022-05**
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).