

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

Announcement Number:	MVA-AR-23-14 *NATIONWIDE
Position Title:	Plans Officer 12A00/ Recruiting and Retention Officer
Date of Announcement:	17 November 2022
Closing Date:	17 December 2022
Duty Location & Unit:	HQ 572 nd BEB, 86 th IBCT (MTN) 2143 Post Road, Rutland, VT 05701 (WP6WT0)
Grade, MOS & Para/lin:	CPT/ O3 12A00
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 AGR members are subject to VTARNG Stabilization Policy Memorandum.
Selecting Official:	COL Leonard Poirier, (802) 338-3156, leonard.j.poirier.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 234 Colchester, Vermont 05446-3099
Area of Consideration:	All Members of The Vermont Army National Guard and All Those Eligible to Become Members. (Applicants must currently hold the rank of 1LT(P) thru CPT)
PCS Authorized:	YES (As determined advantageous to the government IAW applicable regulations)

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 current, passing APFT/ACFT and Height/Weight as of the closing date of this advertisement.
- Before being accessed into the AGR program, Soldiers must successfully complete a physical IAW NGVT-HRO-AGR (2019-01), 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 must currently hold the rank of 1LT promotable (who meet minimum requirements for promotion to CPT) through CPT.

Duties and Responsibilities:

- The primary purpose of this position is to serve as the Recruiting and Retention Officer for the 572nd BEB, 86th IBCT (MTN). This position also serves as the Plans Officer for 572nd BEB, 86th IBCT (MTN).
- Ensures timely personnel accounting and strength reporting is conducted in compliance with all local and Army policies.
- Oversees all recruiting and retention operations in the Battalion. Tracks the Battalion’s strength missions, including leads to accessions, NOVAL pay (79A), and Expired Terms of Service (ETS)
- Process/performs a variety of military personnel transactions focusing on the initial enlistment or appointment, promotion, assignment, and transfer of Soldiers in the Battalion, ensures complete and correct military personnel data is provided and entered into automated personnel reporting systems as required.
- Ensures Commander’s intent is met for personnel/administrative matters for Officer, Warrant Officer and Enlisted personnel.
- Serves as supervisor for all Retention NCO’s within the Battalion. Sets performance standards and evaluates personnel performance. Conducts continuing review of related Recruiting and Retention activities and programs to insure that assigned units are effectively and efficiently progressing toward the desired mission objectives.
- Tracks and manages incentives within the Battalion, including enlistment bonuses, reenlistment bonuses, student loan repayment programs (SLRP) payments, etc.
- Formulates, oversees and evaluates the overall training programs of the command. Develops yearly and longer training plans. Issues to subordinate units such instruction and procedures needed to conduct training activities to meet the

requirements of the Department of the Army, National Guard Bureau, Major Army Headquarters and/or higher headquarters. Establishes and conducts training evaluation programs for subordinate units. Reviews training plans and schedules of subordinate units and approves or revises as necessary. Provides guidance and assistance to commanders or other training personnel pertaining to scheduling and conduction of training.

- Schedules and coordinates the use of training sites and facilities. Arranges for equipment and supplies needed for training activities. Procures, or directs the procurement of training aids, manuals or other instructional materials. Maintains liaison with personnel at state operated or regular Army operated training sites. Prepares plans and reports pertaining to readiness and mobilization. Receives unit status reports and consolidates into brigade reports. Provides guidance and assistance in the preparation of readiness reports. Monitors material readiness reports to determine status of equipment.
 - Performs several supervisory functions. Assists in the implementation of provisions of personnel management such as equal employment, merit promotion, career development, performance management, counseling services, incentive awards etc. Contributes significantly to the selection of subordinates. Initials formal request for personnel actions. Plans work schedules and makes assignments to subordinates.
 - Maintains the development and monitoring of a comprehensive MOS qualification training program. 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:

- 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.
- Applicant must be SQI “E” (Mountaineer) qualified or become qualified within 12 months.
- Applicants may apply without advertised branch. If selected, must become qualified and branch transfer within 24 months.
- **Applicants who are flagged for any reason will not be considered for AGR tours.**
- **The proposed Start Date for this position will be determined by the Chief of Staff.**

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:

ng.vt.vtarng.list.hro-army-agr@army.mil

Miscellaneous:

**Submit Applications (with attached checklist) to:
Human Resources Office
AGR Personnel, 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. _____ 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 that 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 with last Physical Health Assessment (PHA) within 12 months. Report must show worldwide deployable and has no duty limitations. Also submit all copies of current temporary and permanent profiles with IMR.
6. _____ Certified Officer Record Brief (ORB).
7. _____ **Submit most recent DA 705/5500/5501 IAW Army Directive 2022-05**
8. _____ Copy of last five OERS. If no OERS are available, 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).