

## VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

<b>Announcement Number:</b>	MVA-AR-23-18 *Lateral
<b>Position Title:</b>	Senior Supply NCO (Property Book NCO)
<b>Date of Announcement:</b>	15 November 2022
<b>Closing Date:</b>	28 November 2022
<b>Duty Location &amp; Unit:</b>	HQ 86th IBCT (MTN),90 Ethan Allen Dr. Jericho, VT 05465 (WP8ZAA)
<b>Grade, MOS &amp; Para/lin:</b>	E7 92Y4O 113/11
<b>Period of Tour:</b>	Initial Tour is 3 years. Subsequent tours are subject to recommendation by the Senior Leadership pursuant to NGR 600-5. On-board AGR soldiers subject to VTARNG Stabilization Policy Memorandum 2020-03
<b>Selecting Official/AO:</b>	MAJ Steffan Asper, 802-899-7182, <a href="mailto:steffan.e.asper.mil@army.mil">steffan.e.asper.mil@army.mil</a>
<b>Human Resources Office Point of Contact and Address:</b>	SSG Nathan Brimmer, 802-338-3143, <a href="mailto:nathan.m.brimmer.mil@mail.mil">nathan.m.brimmer.mil@mail.mil</a> 789 Vermont National Guard Road Green Mountain Armory; Room 234 Colchester, Vermont 05446-3099
<b>Area of Consideration:</b>	*Onboard AGR Soldiers within the VTARNG* Must currently hold the rank of SFC/E7
<b>PCS Authorized:</b>	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.
- Official start date of this position will be determined by the needs of the organization.

### Duties and Responsibilities:

- The primary purpose of this position is to serve as the Property Book NCO for 86 IBCT (MTN).
- Assists the BDE Property Book Officer with execution of the accountability of BDE supply programs; must have a working knowledge of Global Combat Support System-Army (GCSS-A) as applicable to the BDE's requirements; maintain files of all required supply regulations, publications, records, and blank forms as applicable; prepare, review, and update hand receipts, property listings, and annexes and perform other duties as assigned
- Responsible for filing, archiving, and researching BDE property accounts IAW AR 710-2, 735-5, and ARIMS. Responsible for compliance with appropriate regulations, forms and procedures pertaining to property books, hand receipt, and other property accounting documents. Attends all New Equipment In-Briefs as well as New Equipment Fielding's for the BDE. Assists with Excess Equipment management and proper postings from subordinate BN's. Provides guidance and support to subordinate units/operations dealing with property and supply management issues.
- Prepares all required inventories for BDE units (SII, Cyclic, and PHR) and distributes to the unit. Ensures that BDE units meet the completion suspense of these inventories. Assists in inventories when required which requires considerable knowledge of the equipment and its components.
- Posts, updates, and maintains unit property records such as property book or hand receipt, document register, equipment checklists and hand receipts, annexes, etc. Prepares financial liability investigations, inventory adjustment reports and statements of charges for lost, damaged or destroyed property.
- Assists the BDE S4 shop in coordinating maintenance and repair of unit/installation equipment. Takes necessary action such as submitting work requests to supporting maintenance facility to have maintenance and repair operations is ready and available when needed. Ensures that required preventive maintenance is scheduled and performed. Occasionally performs minor cleaning and adjusting of equipment. Assures that adequate repair parts and cleaning material is on hand to support unit maintenance operations.
- Assists when required, in accomplishing such administrative tasks of the unit such as: Receives and distributes incoming mail, maintains the unit reference library by posting and filing new/changed material, ensures unit files are complete and

- current. Prepares a variety of reports/correspondence pertaining to unit status and operations such as unit readiness reports, strength reports, replies to inspection reports, material readiness reports, etc.
- 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 and able to attend all required schools, courses, and events that support unit activities. Provides full support and contributes to the unit's recruiting and retention activities.
  - **PERFORMS OTHER DUTIES AS ASSIGNED.**

**Other Requirements:**

- Applicants must currently hold the rank/grade of SFC/E7.
- Applicant must currently hold MOS 92Y40
- 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.**

**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-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*

**TITLE 32 AGR APPLICATION CHECKLIST**

**\*\*INCOMPLETE APPLICATION MAY NOT BE ACCEPTED\*\***

**NAME (last, first):**

**Rank:**

**SSN:**

