

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

Announcement Number:	MVA-AR-23-34 *NATIONWIDE
Position Title:	Recruiting & Retention NCO
Date of Announcement:	03 May 2023
Closing Date:	03 June 2023
Duty Unit & Location:	Recruiting and Retention Battalion (W91UAA) 789 Vermont National Guard Road, Colchester, Vermont 05446 With Duty in the Northern Section of Vermont
Grade, MOS & Para/Lin:	SSG/E6 00F30 Para/Lin 008B/19
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 VTARNG AGR Soldiers are subject to Vermont Army National Guard Policy (2022-16), Active Guard Reserve (AGR) Enlisted Stabilization.
Selecting Official:	LTC Robert Burke, (802) 338-3449; robert.e.burke64.mil@army.mil
Human Resources Office Point of Contact:	SPC Alexis Nadeau, (802) 338-3346; alexis.s.nadeau.mil@army.mil
Area of Consideration:	All current members of the Vermont Army National Guard and those eligible to become members in the rank/grade SPC(P) to SFC/E7. Applicants in the rank/grade of SPC/E4 must be graduates of Basic Leader Course. Applicants in the rank/grade of SFC/E7 must already be CMF 79 Qualified or take an admin reduction to SSG/E6.
PCS Authorized:	YES (As determined advantageous to the government IAW applicable regulations)

Eligibility Requirements:

- Before being accessed into the AGR program, Soldiers must successfully complete a physical IAW Chapter 3, AR 40-501. Soldiers must be confirmed worldwide deployable (to include austere environments) with no limitations on duty. Applicants must not be MRC3 or MRC4 or on a temporary profile with the exception of those applicants who are pregnant.
- Applicant 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 minimum score of 110 in aptitude area “GT” (waivable to “GT” score of 100 or “GT” score of 95 with a “ST” score of 95) on the Armed Services Vocational Aptitude Battery (ASVAB) test.
- Applicant must not have a physical profile exceeding 122221.
- Applicants must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- Official start date of this position will be determined by the needs of the organization.
- In accordance with PPOM 22-023, SUBJECT: Execution of Personnel Actions for the Army Combat Fitness Test, para 5h(2), beginning 1 April 2023, individuals applying for AGR status will require a passing ACFT within 6 Months of their packet submission.
- Applicants must meet Position of Significant Trust and Authority (POSTA) requirements (See note).
- Applicants who are flagged, or should be flagged, for any reason will not be considered for AGR tours.

Duties and Responsibilities:

- The Full-Time Recruiter is directly responsible to the State Recruiting and Retention Battalion (RRB) for processing new members into the Vermont Army National Guard. Responsible for contacting, interviewing, and advising civilian personnel on enlistment in the Vermont Army National Guard. Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer’s instructions; troubleshooting malfunctions; maintaining equipment inventories; evaluating new equipment.
- Contacts representatives of schools, public officials, personnel managers, parents of prospective applicants, and others to present the National Guard as an employment and career opportunity. Presents formal and informal talks on the advantages of the Army National Guard at civic and service organizations and student bodies. Distributes and displays recruiting publicity material. Contacts civic, fraternal, service organizations and educational institutions for the purpose of stimulating interest in the Vermont Army National Guard.

- Contacts, interviews, and counsels prospective enlistees. Determines individual qualifications for National Guard membership. Discusses individual goals to include personal aptitude, training opportunities, job satisfaction, advancement, retirement, prestige, and military life occupation.
- Explains National Guard benefits including enlistment bonuses, retirement pay, military and civilian educational opportunities, and similar programs. Evaluates applicant's occupational and educational background to determine National Guard programs for which the individual qualifies. Responsible for conducting all phases of the enlistment process for the National Guard.
- Must maintain compliance with applicable strength maintenance regulations, policies, procedures, and State guidance.
- Advises and assists unit commander(s) in assigned areas in developing and implementing an effective strength maintenance program, to include action plans for major training activities, unit events, classes, and seminars. During mobilization and as otherwise required, assists commander(s) in the design, development, and implementation of a Family Assistance Center. Conducts retention interviews as required.
- Conducts telephone prospecting, area canvassing and other lead generation activities.
- Able to multitask at a high level.
- Attend and participate in meetings as required.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Other Requirements:

- Selected individual must become SQI “4” qualified (Non-Career Recruiter/ARNG Recruiting and Retention NCO) within 6 months of start date. Requires successful completion of the Army National Guard Recruiting and Retention School taught at the Strength Maintenance Training Battalion, Camp Robinson, AR.
- 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.
- Excellent verbal and written communication skills.
- Must meet State and Federal Suitability Screening requirements.
- **Applicants who are flagged for any reason will not be considered for AGR tours or lateral transfer.**

Instructions for Applying:

- Interested applicants will submit documents on the attached Title 32 AGR Application Checklist.
- Applications without all required supporting documents will not be considered. Applications received after 1700 on the closing date will not be considered.
- **ONLY emailed applications will be accepted. Email Application as one PDF Document to ng.vt.vtarng.list.hro-army-agr@army.mil**

Note: Applicants applying for positions requiring State and Federal Level Suitability Screening (formerly known as POSTA) positions must meet all the requirements listed prior to becoming eligible for lateral transfer to the position. After State Level Checks have been returned with favorable results, applicants can be laterally transferred. Soldiers will be counseled and will remain in a temporary status until Federal Level Screening results have been returned favorably. Soldier must remain in good standing.

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 November 2013 (20131111) (MUST be complete with signature.
Hyperlink: <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>)
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. Include any DD 215s and DD 220s as applicable.
4. _____ NGB Form 23B, Army National Guard Retirement Points History Statement (If a member of the National Guard, otherwise submit DD Form 1506).
5. _____ Individual Medical Readiness (IMR) Report from MEDPROS reflecting last Physical Health Assessment (PHA) within 15 months. Report must show worldwide deployability and 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 PPOM 22-023
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).
11. _____ Letters of recommendation. It is optional for applicants to submit any Letters of Recommendation for the position.