

## VERMONT ARMY NATIONAL GUARD LATERAL ARMY AGR VACANCY

<b>Announcement Number:</b>	MVA-AR-23-46 *LATERAL*
<b>Position Title:</b>	SR Human Resource NCO
<b>Date of Announcement:</b>	02 August 2023
<b>Closing Date:</b>	12 August 2023
<b>Duty Location &amp; Unit:</b>	Headquarters 124 <sup>th</sup> Regiment (RTI) (W8F1AA) 789 Vermont National Guard Road, Colchester, VT 05446
<b>Grade, MOS &amp; Para/line:</b>	MSG/E8 42A50 001B/03
<b>Period of Tour:</b>	Minimum of 3 years for voluntary reassignment. On-board AGR Soldiers are subject to Vermont Army National Guard Policy (2022-16), Active Guard Reserve (AGR) Enlisted Stabilization.
<b>Selecting Official:</b>	LTC Jasen Boyd, 802-338-3373; jasen.r.boyd.mil@army.mil
<b>Human Resources Office Point of Contact and Address:</b>	SPC Alexis Nadeau; (802)338-3143; alexis.s.nadeau.mil@army.mil
<b>Area of Consideration:</b>	*Onboard AGR Soldiers of the VTARNG* Must currently hold the rank of MSG/E-8
<b>PCS Authorized:</b>	YES (As determined advantageous to the government IAW applicable regulations)

### Eligibility Requirements:

- Applicants must have a current PHA and must not be MRC3 or MRC4 or on a temporary profile with the exception of those applicants who are pregnancy/postpartum profile.
- Applicants for this position must be World Wide Deployable.
- Applicants must have a PULHES that does not exceed “323222”.
- 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 prior of their packet submission.
- The start date of this position will be determined by the needs of the organization.
- **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 Human Resources NCO for HQ 124th RTI.
- Processes/performs 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 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. Reconstructs and verifies situations and facts pertaining to each assigned transaction. Understands and applies substantive and procedural requirements, including rules, regulations, and precedent decisions, in independently accomplishing transactions ranging from the very routine and simple to the most unusual and complex. Initiates and maintains military personnel records for officers and oversees enlisted personnel actions to ensure that information and data is current and accurate.
- Ensures complete and correct military personnel data is provided and entered into automated personnel reporting systems as required.
- Monitors programs pertaining to effective human resource management. Responsible for medical support and posture, manages administrative and public relations programs in such a manner that is continually progressing toward the desired mobilization readiness posture.
- Originates and prepares formal requests for filling vacancies and participates in the selection of personnel for promotion, reassignments, appointments, etc. Plans, organizes and assigns work to employees on the basis of

- difficulty of assignments and qualifications of employees. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities.
- Serves as editor for official correspondence. Reviews work through reports for adherence to procedures and standard practices.
  - 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 other mobilization readiness related activities. Must be willing to attend all required schools, courses, and events required to support this position.
  - Responsible for TRADOC Enterprise Accreditation Standards in all aspects of synchronizing use of military personnel with operations and ensures all orders for military personnel meet administrative requirements and budgetary constraints. Serves as Senior personalist in the Regiment for a TRADOC Schoolhouse managing its ATRRS Funding Allocation Module (AFAM) training budget.
  - **PERFORMS OTHER DUTIES AS ASSIGNED.**

**Other Requirements:**

- Applicants must currently hold the rank/grade of MSG/E-8.
- Applicants must be qualified in MOS 42A50.
- 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.
- Applications without all required supporting documents will not be considered. Applications received after 1600 on the closing date will not be considered.
- **Emailed applications will be accepted. Email application as a single PDF File to [ng.vt.vtarng.list.hro-army-agr@army.mil](mailto:ng.vt.vtarng.list.hro-army-agr@army.mil)**

**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 Nov 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 that 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 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. \_\_\_\_\_ Individual Training Record (ITR) from Digital Training Management System (DTMS) showing latest ACFT and height/weight data.
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 and highly recommended for applicants to submit any Letters of Recommendation for the position.