

## VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

<b>Announcement Number(s):</b>	MVA AF 25-27
<b>Position Title:</b>	Recruiting and Retention Officer
<b>Date of Announcement:</b>	08 June 2025
<b>Closing Date:</b>	23 June 2025
<b>Duty Location &amp; Unit:</b>	Joint Force Headquarters, Vermont Air National Guard, Colchester, VT 05446
<b>Rank, Grade, AFSC:</b>	Maj/O4; C83R0
<b>Period of Tour:</b>	<b>One Time Occasional Tour (OTOT) NTE 30 September 2026</b>
<b>Selecting Official:</b>	Col Katherine Irish; 802-338-3424; <a href="mailto:katherine.irish@us.af.mil">katherine.irish@us.af.mil</a>
<b>Human Resources Office Point of Contact and Address:</b>	Ms. Louise Acker; <a href="mailto:louise.s.acker.civ@army.mil">louise.s.acker.civ@army.mil</a> ; SMSgt Sara Lemay; <a href="mailto:sara.j.lemay.mil@army.mil">sara.j.lemay.mil@army.mil</a> ; Ms. Maggie Brownell, <a href="mailto:margaret.d.brownell.civ@army.mil">margaret.d.brownell.civ@army.mil</a> 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
<b>Area of Consideration:</b>	All Member within the Vermont Air National Guard Only.
<b>PCS Authorized:</b>	YES

### Minimum Requirements:

- The individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- Applicants must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicants must be cleared medically prior to being appointed into the AGR program.

### Other Pertinent Data:

- Applicants will be assigned to the following UMD position number 01161377, Rank/Military Grade: Maj/O4; AFSC C83R0.
- This is an OTOT NTE 30 September 2026 with a possibility of extension based on resource availability.
- Any current commissioned officers up to Major/O4 are eligible to apply.
- Any AFSC is eligible to apply.
- **\*\*Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.**
- No history of disciplinary actions.
- **Please refer to the current AFOCD** for any other qualifications, duties and responsibilities.
- Must possess a valid state driver's license to operate government motor vehicles (GMV).

- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.

#### **Duties and Responsibilities:**

- This position is located at Vermont Joint Force Headquarters. The primary purpose of this position reports directly to The Adjutant General (TAG). Directs all Recruiting and Retention functions within their State. Has direct contact and feedback with A1Y Recruiting and Retention Chief. Provides State leadership with all updates and projections on Recruiting operations.
- Intent of this position is to be the Recruiting and Retention Commander.
- Develop and implement a comprehensive strength management (SM) plan in coordination with state regulations and local policies, to achieve established end strength goals.
- Develop, implement, and monitor the state SM program based on guidance from NGB and State Leadership.
- Report recruiter inquiries into all allegations of unprofessional conduct or complaints recruiter malpractice, misconduct and irregularity data in accordance with DoDI 1304.32, Military Services Recruiting Related Reports.
- Develop and implement short, mid, and long range planning guidance for the Recruiting Retention Flt/Sq (RR Flt/Sq)
- Work directly with State Leadership on Attrition Management and Retention.
- Advises on Recruiting and Retention standard operating procedures.
- Assists in the coordination of state and regional training and additional requirements.
- Ensure adequate funding, training, advertising and logistical support is allocated for the successful operation of the RR Flt/Sq.
- Develop and implement regional awards and recognition programs.
- Coordinates with State Leadership to determine specific retention needs.
- Monitor and evaluate unit strength throughout the State to determine SM trends and provide recommendations for improvement.
- Study impacts and conduct organizational plans and strength studies that integrate demographic analysis for military command structure location/relocation, organizations and reorganizations.
- Reports directly to the Joint Force Headquarters (JFHQ-State)
- Provide the personnel, administrative equipment, facilities, and other resources required to support the RR Flt/Sq and the strength maintenance program.
- Appoint an additional Unit Career Advisor (UCA) to assist in Career Motivation Program (CMP).
- Maintain visibility of the units strength readiness posture to identify loss trends and opportunities for career counseling.
- Develop a performance review process that measures job performance and outlines the courses of action to be followed when any member of the RR Flt/Sq fails to maintain duty proficiency and perform to established standards.
- Manager and supervise the hiring, placement and assignment of RR Flt/Sq personnel and ensure Air Force Recruiting Information Support System (AFRISS) information is accurate.
- Engages with local Military Entrance Processing Station (MEPS) commander, focal point for local MEPS communication.
- Maintains liaison with educators, business and industry officials, state and local officials, and other centers of influences to enhance the ANG market.
- Plans and supervises development of advertising and promotion programs to support the mission.
- Manages fiscal year facility programs, coordinating with the US Army Corps of Engineers (USCORE).
- Provides oversight on Government Services Administration vehicle fleet.
- Maintains balanced budget; coordinates spending authority with supporting finance offices and squadrons.
- Directs administrative support for personnel programs such as newcomers' program, civilian personnel actions, weight control program, ancillary training, on-the-job training, and leave programs.
- Monitors RR Flt/Sq transportation request audits. In addition to bulk purchases of transportation tickets, meal and lodging expenditures for applicants traveling to the MEPS.

- Plans and manages advertising, publicity, and promotional and special events programs supporting military personnel procurement and retention objectives.
- Oversees the development of the state marketing strategy, ensuring the strategy addressing the needs of the local Wings.
- Coordinates and approves enlisted waiver requests for NPS and PS applicants is delegated to their level by the Director of the Air National Guard.
- Work directly with state leadership on attrition management and retention.
- Has direct contact and feedback with Chief of Recruiting and Retention, A1Y.
- Works directly with Wing and Squadron Commanders on force management ensuring the recruiting force is targeting Wing vacancies.
- Works directly with Squadron commanders on reporting validate vacancies for updating the Vacancy Management Tool in AFRISS.
- Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**
- **Competencies: Leadership; Creative Thinking; Decision Making, Human Resource Management**

#### **Instructions for Applying:**

Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - **Air AGR Manager Home Page link ([Home Page](#)).**

- Applications without all required supporting documents as stated on the checklist will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact [ng.vt.vtarng.list.hro-classification312@army.mil](mailto:ng.vt.vtarng.list.hro-classification312@army.mil)**

**Submit Applications as one single PDF (with attached checklist) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to [ng.vt.vtarng.list.hro-classification312@army.mil](mailto:ng.vt.vtarng.list.hro-classification312@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, or non-disqualifying handicap. The National Guard is committed to develop and implement a 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 PACKAGES WILL NOT BE CONSIDERED**  
**AND WILL BE RETURNED WITHOUT ACTION\*\***

NAME (last, first): \_\_\_\_\_ Rank: \_\_\_\_\_  
Contact Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

**Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH**  
**(SELECT ONE)**

**PACKET SEQUENCE AND DOCUMENT (1,2,3,4,5,6,8 are required; 7 is not): (Initial each line)**  
**(Redact all SSN)**

1. \_\_\_\_\_ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature digital or wet)
2. \_\_\_\_\_ Personal Resume
3. \_\_\_\_\_ Fitness Tracker Report w/ a passing score in a current status from myFSS
4. \_\_\_\_\_ Record Review/Update (vMPF)
5. \_\_\_\_\_ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print) (ensure report states accrued through R&R date on last page of point summary, otherwise application will not be accepted)
6. \_\_\_\_\_ If **NOT** already AFSC qualified for the MVA that is being advertised, 'Other Pertinent Data' supporting documentation is attached
7. \_\_\_\_\_ Letter of Recommendation(s) (If Applicable) (Not required)
8. \_\_\_\_\_ **Other supporting documentation that is required for eligibility** (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade, test scores/certifications/courses not listed on the record review, PULHES, (medical standards/requirements need to be requested from medical group in advance), etc. ) (If Applicable)

**\*FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

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**INSTRUCTIONS FOR APPLYING**

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- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
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