

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 25-29
Position Title:	Recruiting Training NCO
Date of Announcement:	08 June 2025
Closing Date:	23 June 2025
Duty Location & Unit:	Joint Force Headquarters, Vermont Air National Guard, Colchester, VT 05446
Rank, Grade, AFSC:	MSgt/E7; 3G071
Period of Tour:	One Time Occasional Tour (OTOT) NTE 30 September 2026
Selecting Official:	SMSgt Mark Bohac; 802-338-0689; mark.bohac@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil ; Ms. Maggie Brownell, margaret.d.brownell.civ@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	All Member within the Vermont Air National Guard Only.
PCS Authorized:	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 01161379, Rank/Military Grade: MSgt/E7; AFSC 3G071.
- This is an OTOT NTE 30 September 2026 with a possibility of extension based on resource availability.
- Applicants SSgt/E5 and above are eligible to apply.
- Must be qualified in a valid Air Force Specialty Code (AFSC) and possess the appropriate skill level commensurate with grade/rank.
- Applicant must have at a minimum two years' experience as an 8R000 or 8R200 to be eligible to apply.
- **Please refer to the current AFECD** 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 conducts all production recruiter training and qualification. Ensures all training and qualification are documented for the recruiting force.
- Serve as primary trainer for sustainment and remedial training for assigned team members as needed to maintain skills and prevent poor performance.
Conduct New PR orientations and training as required.
Maintain State Master Training Plan
- Monitors usage of Management Internal Control Tool set (MICT) checklist.
Ensures compliance with annual completion requirements IAW AFI 90-201.
- Maintain checklist questions to ensure accuracy and correct instruction references are included.
- Manages, reviews, and updates task information for the ANG Recruiting and Retention Job Qualification Standards (JQS).
Advises R&R Leaders on important updates to Air Force Training Record (AFTR).
Conducts training via phone, web, and face to face for JQS and AFTR, as necessary.
- Assists with scheduling, plans, coordination, logistics and curriculum for the Annual Recruiting and Retention Certification Training, Leadership and Development courses, and R&R Working Groups.
Conduct quarterly and annual State training.
- Works with Support Functions, FC, and ROM to ensure hands on scenario based evaluations align with R&R procedures and the R&R experience levels.
Ensures curriculum and lesson plans are written and updated to meet the needs of the Recruiting & Retention community.
Conducts RR Flt/Sq instruction.
- Manages the IMPACT Sales system and training and follow-on training to State R&R teams in coordination with current licensed contractor.
Assists with development of R&R assessment tools to help identify the strengths of R&R leaders and recruiters with guidance on how to screen, select and coach them to success.
- Works with R&R Leaders to administer production evaluations (PE) as needed.
Provide a get well plan for PR's whose PE is seen as unsatisfactory.
Conduct annual PE's for all PR's to set a baseline for each FY.
- Coordinate with NGB/A1YT on training activities directly related to the ANG recruiting efforts.
Forecast training seats as required.
Notify RR Flt/Sq on training seats.
- Must complete Train the Trainer course upon selection.
- Reports directly to the Recruiting Production Superintendent.
- Must maintain outstanding appearance, military bearing and high standards of conduct to include
- No history of disciplinary actions.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**
- **Incumbent must have the following:**
 - **In-depth recruiting experience.**
 - **Possess strong public speaking skills along with outstanding written and verbal communication.**
 - **Must have excellent organizational and time management skills.**
 - **Must be thoroughly qualified in the use of all recruiting tools, be knowledgeable in personnel policies, practices, and procedures, and be proficient in time management and sales techniques.**
 - **Must be proficient in the Air Force Recruiting Information Support System (AFRISS).**
 - **Must have functional knowledge of Microsoft office programs.**
- **Competencies: Teaching Others, Education and Training, Flexibility, Creative Thinking**

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

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

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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- 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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