

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 25-30
Position Title:	Recruiting Administrative Assistant
Date of Announcement:	10 June 2025
Closing Date:	24 June 2025
Duty Location & Unit:	Joint Force Headquarters, Vermont Air National Guard, Colchester, VT 05446
Rank, Grade, AFSC:	TSgt/E6; 3F571
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 01161383, Rank/Military Grade: TSgt/E6; AFSC 3F571.
- This is an OTOT NTE 30 September 2026 with a possibility of extension based on resource availability.
- All ranks are eligible to apply.
- Applicant must possess AFSC 3F5X1 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 accessions administration functions within the Recruiting and Retention scope of responsibilities.
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- Reports directly to the Recruiting and Retention Senior Enlisted Leader.
- Provides updates to SEL and Recruiting Commander/OIC on all trends and issues regarding the applicant administrative accession process.
- Communicates closely with Wing FSS to ensure all accession actions are completed for enlisted and officer applicants.
- Performs other clerical and administrative work in support of the office/organization. This can include retention specific clerical programs.
- Admin may assist with records keeping/audit, data metrics, and facilitate enrollment into local education/incentive programs.
- Works closely with local Force Support Squadron on all accession administration functions.
- Manages and update the Vacancy Management Tool.
- Manages and updates Talent Market Place to fill vacant positions.
- Assists with new member in-processing to include filing NOBE, Kicker, IEW's. In addition to supporting the Retention Office Manager with the CMP program and UCA programs.
- Manages State to State transfers, in coordination with the Retention Office Manager for incentives and Recruiting Medical Accession NCO. In addition to the gaining Force Support Squadron.
- All other duties as assigned and reports directly to the Recruiting Senior Enlisted Leader.
- 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 possess the following:**
 - **Strong public speaking skills along with outstanding written and verbal communication.**
 - **Must have excellent organizational and time management skills.**
 - **Must be thoroughly 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: Administration and Management, Attention to Detail, Computer Skills, Flexibility**

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 and returned as not qualified.
- 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

<p>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.</p>
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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 and returned as not qualified.
- 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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