

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

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| Announcement Number: | MVA-AR-20-27 (AMENDED) |
| Position Title: | Recruiting & Retention NCO / 79T30 |
| Date of Announcement: | 01 September 2020 |
| Closing Date: | 22 September 2020 |
| Duty Unit & Location: | Recruiting and Retention Battalion (W91UAA) 789 VTNG Road, Colchester, Vermont 05446 With Duty at Waterbury, VT |
| Grade, MOS & Para/lin: | SSG/E6 OOF3O 008/04 |
| Period of Tour: | Initial Tour is 3 years. Subsequent tours are subject to recommendation by the Senior Leadership pursuant to NGR 600-5. |
| Selecting Official: | LTC Hazel Kreider 802-338-3449; hazel.e.kreider.mil@mail.mil |
| Human Resources Office Point of Contact and Address: | SSG Nathan Brimmer, 802-338-3143; nathan.m.brimmer.mil@mail.mil 789 Vermont National Guard Road Green Mountain Armory; Room 234 Colchester, Vermont 05446-3099 |
| Area of Consideration: | All current members of the Vermont Army National Guard and those eligible to become members who meet the eligibility requirements in the grades of SGT/E5 through SFC/E7. Applicants must be PME complete for current rank. |
| PCS Authorized: | YES (As determined advantageous to the government IAW applicable regulations) |

Eligibility Requirements:

- To qualify for initial entry, applicants must meet initial eligibility requirements IAW NGR 600-5 and AR 135-18 Table 2-1. This includes a passing APFT and Height/Weight within 12 months of ad closing date (Current AGR and FTNGD-OS [ADOS] must be within 8 months). Selecting Official will ensure applicants are screened for height/weight prior to the interview board and those not passing will not be considered.
- Before being accessed into the AGR program, Soldiers must successfully complete a physical IAW NGVT-HRO-AGR (2016-01), NGR 600-5 and AR 40-501. Soldiers must be confirmed worldwide deployable (to include austere environments) with no limitations on duty by the AGR office.
- Personnel must be eligible for or possess a "SECRET" Security clearance, upon entry into RRB position
- Applicants must have A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002, or a minimum score of 110 in aptitude area "GT" waivable to 100 and 96 in aptitude area "ST" on ASVAB tests administered on and after 2 January 2002. Applicant must not have a physical profile exceeding 132221.
- Applicants possess or be eligible to possess a "SECRET" Security clearance. If the investigation is unfavorable, action will be taken to remove the individual from this position.
- Applicants must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- Applicants must currently hold the rank of E5 – E7.
- Applicants must meet Position of Significant Trust (POST) requirements (**See note**).

Duties and Responsibilities:

- The Full-Time Recruiter is directly responsible to the State 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 ad 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 occupational.
 - Explains National Guard benefits including enlistment bonuses, retirement pay, military and civilian educational opportunities, and similar programs. Evaluates applicant's occupational and educational background in an effort to determine National Guard programs for which the individual qualifies. Responsible for conducting all phases of the enlistment process for 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 attend and successfully complete the 79T MOS course of instruction at the National Guard Professional Education Center at Little Rock, AR, within 12 months of selection.
- Applicants who are currently AGR may apply without advertised MOS, but must become qualified within 12 months.
- 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 POST requirements. (See note)
- **Applicants who are flagged for any reason will not be considered for AGR tours or lateral transfer.**

Instructions for Applying:

- **Emailed applications will not be accepted**
- Interested applicants will submit documents on the attached checklist Title 32 AGR Application Checklist. Please do not submit applications in binders or stapled together.
- Applications without all required supporting documents will not be considered. Applications received after 1600 on the closing date will not be considered. Original packets will not be returned once they are received by the AGR Office.
- US Government postage and envelopes may not be used for submitting applications.
- The Selecting Official will establish selection board dates throughout FY19 and notify applicants of the time and locations.

Note: Applicants applying for POST (Position of Significant Trust) positions must meet all the requirements listed prior to becoming eligible for lateral transfer to a POST position. After State Level Checks have come back favorable, applicants can be lateral transferred, Soldier will be counseled and will remain in a temporary status until NGB Level Checks have come back favorable.

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website.
- Must receive favorable results after completing a DD Form 369.
- Must complete and provide a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
- Must have favorable Results from NGB Level Checks:
- Department of Army Inspector General (DAIG)
- Criminal Investigation Division (CID)
- Office of Military Personnel File Review
- Army Substance Abuse Program

If NGB level results return with unfavorable results or results not divulged by the Soldier they will not remain in the selected position. HRO will be notified and COAs will be determined.

Miscellaneous:

**Submit Applications (with attached checklist) to:
Human Resources Office
AGR Section, Room 234
789 Vermont National Guard Road
Colchester, VT 05446-3099**

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: http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm)
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.
4. _____ NGB Form 23B Retirement Points History Statement (If a member of the National Guard)
5. _____ Individual Medical Readiness (IMR) Report from MEDPROS reflecting last Physical Health Assessment (PHA) within 15 months. Report must show worldwide deployability 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. _____ DA Form 705 (APFT). Must be within 8 months if AGR or FTNGD-OS (ADOS), or within one (1) year if M-day IAW AR 350-1. If applicable, submit DA Form 5500-R/5501-R.
8. _____ Full length photograph in Class "A" or ASU taken within the last 12 months.
9. _____ Copy of last five NCOERS. If newly promoted E5, letters of recommendation are encouraged but not required.
10. _____ Current AGR Soldiers applying need to include a memorandum from full time chain of command acknowledging your application.
11. _____ Memorandum of explanation for missing documentation (if applicable).