

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

Announcement Number:	MVA-AR-20-29
Position Title:	Training NCO
Date of Announcement:	01 September 2020
Closing Date:	30 September 2020
Duty Location & Unit:	HHC 186 th BSB (V53T0) 161 University Drive, Northfield, VT 05663
Grade, MOS & Para/lin:	SSG/E6 92A3O 109/03
Period of Tour:	Minimum of two years for voluntary reassignment. Tour is subject to VTARNG Stabilization Policy Memorandum 2020-03
Selecting Official:	MAJ John Hearn, (802) 338-3427; john.r.hearn.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 members of the VTARNG and those eligible to become members* Applicants must currently hold the rank of E-5 thru E-7 Applicants in the grade/rank of SFC/E-7 must be administratively reduced to SSG/E-6 if selected.
PCS Authorized:	Yes (As determined advantageous to the government IAW applicable regulations)

- 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 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 a “SECRET” Security clearance upon entry into the AGR program. If the investigation is unfavorable, immediate action will be taken to terminate the individual’s AGR tour.
- Applicants must have a current PHA and must not be MRC3 or MRC4.
- Applicants for this position must be World Wide Deployable.
- Applicants not MOSQ must have a minimum aptitude score in “MM” as follows: A minimum score of 90 in aptitude area “MM” in ASVAB tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area “MM” or 87 in “MM” and 85 in “GT” on ASVAB tests administered on and after 2 January 2002.
- Applicants must have a PULHES that does not exceed “222222” with Red/Green color discrimination for entry into the MOS of 91B.
- Applicants must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

Duties and Responsibilities:

- The primary purpose of this position is to serve as Training NCO for HHC 186TH BSB 86TH IBCT (MTN).
- Responsible for carrying out the Commander's plans and programs for the accomplishment of the unit's training objectives and missions based on detailed guidance from the Unit Commander, draft training schedules and other training documents. Upon approval from the Unit Commander, publishes above mentioned documents in proper prescribed format. Maintains the unit training files by continual review of available publications and directives.
- Develops the unit mobilization and movement plans as necessary based on guidance from the Unit Commander. Keeps abreast of changes to mobilization requirements by continuous review of mobilization directives and regulations. Assists the unit in the development of a comprehensive loading plan. Updates unit loading plan as required.
- Maintains the development and monitoring of a comprehensive MOS qualification training program. Advises and assists unit NCOs in implementation and conduct of supervised on-the-job training (SOJT) programs. Provides advice and assistance to first line supervisors for implementation and conduct of MOS qualification programs. Prepares requests for training areas, vehicles, equipment, ranges and other items required to support scheduled training as required.

- Processes 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 enlisted and 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. Initiates and maintains military personnel records for assigned and attached officer and enlisted individuals, working with them, as well as from supporting documentation, to ensure that information and data are current and accurate. Ensure complete and correct military personnel data is provided and entered into the variety of automated personnel reporting systems as required.
- 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 mobilization readiness related activities. Must be willing to attend all required schools, courses, and events that support unit activities
- Serve as a systems administrator on one or more of the systems maintained/administered within the G1 section. The systems administered involve multiple computers that use multiple operating systems. The incumbent is responsible for installing and testing the system security configuration and monitoring, operating, troubleshooting and maintaining server hardware and software.
- Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned database. Analyzes policies, regulations, and system provisions governing standard operating systems and provides assistance and advisory services to users.
- Performs security management in accordance with National Guard Bureau (NGB) regulations and state policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment.
- Troubleshoots problems and implements changes on multiple computer platforms. Diagnoses system failures to isolate source of problems between equipment, system software, and application programs. Provides solutions by modifying codes, devising fixes, documenting problems and advising responsible party.
- Interacts with peers and understands the SIDPERS process to better understand the administrative requirement to the section and state. Responsible as the APEX system administrator, RCAS systems administrator, and State Active Duty (SAD) system administrator.
- Attends all unit training assemblies, additional training assemblies and AT periods. Provides assistance and guidance in the preparation for and execution of State training and mobilization readiness related activities. Must be willing to attend all required schools, courses, and events that support unit activities. May be required to perform duties in the support of the Recruiting and Retention Program.
- Responsible for maintaining, implementing and troubleshooting all tactical systems within HHC 186th BSB.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Other Requirements:

- Applicants must currently hold the rank/grade of SGT/E-5 thru SFC/E-7.
- Applicants do not need to be MOSQ, but must become 92A within 12 months if selected
- 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.
- Must attend Unit Administrator and Unit Training NCO course within 12 months.

Instructions for Applying:

- Interested applicants will submit documents on the attached 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.
- **Emailed applications will be accepted. Email documents as one PDF file to nathan.m.brimmer.mil@mail.mil**

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 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. _____ 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 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. For 86 IBCT Soldiers memorandum must be through the O6 CoC.
11. _____ Memorandum of explanation for missing documentation (if applicable).