

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

Announcement Number:	MVA-AR-24-01 *LATERAL*
Position Title:	Training NCO / 12B30
Date of Announcement:	03 October 2023
Closing Date:	13 October 2023
Duty Location & Unit:	HHC 572 BEB 86 IBCT (MTN) (WP8VT0) 2143 Post Road, Rutland, VT 05701
Grade, MOS & Para/lin:	SSG / E6 12B30 105/09
Period of Tour:	Minimum of two years for voluntary reassignment. Tour is subject to VTARNG Stabilization Policy Memorandum 2020-02
Selecting Official:	MAJ Mathew Hefner, 802-338-4088, mathew.e.hefner.mil@army.mil
Human Resources Office Point of Contact and Address:	SPC Alexis Nadeau; 802-338-3143; alexis.s.nadeau.mil@army.mil
Area of Consideration:	*Onboard AGR Soldiers of the VTARNG* Must currently hold the rank of SSG/E-6
PCS Authorized:	YES (As determined advantageous to the government IAW applicable regulations)

Eligibility Requirements:

- Applicants must have a current PHA and must not be MRC3 or MRC4 or on a temporary profile with the exception of those applicants who are pregnancy/postpartum profile.
- Applicants for this position must be World Wide Deployable.
- Applicants not MOSQ must have a minimum aptitude score in “CO” as follows: A minimum score of 90 in aptitude area “GM” in ASVAB tests administered prior to 2 January 2002. A minimum score of 87 in aptitude area “CO” on ASVAB tests administered on and after 2 January 2002.
- Applicants must have a PULHES that does not exceed “111221” with normal vision for entry into the MOS of 12B.
- In accordance with PPOM 22-023, SUBJECT: Execution of Personnel Actions for the Army Combat Fitness Test, para 5h(2), beginning 1 April 2023, individuals applying for AGR status will require a passing ACFT within 6 Months prior of their packet submission.
- Selecting Official will ensure applicants are screened for height/weight prior to the interview board and those not in compliance with AR 600-9, Army Directive 2023-11 (Army Body Fat Assessment for the Army Body Composition Program), and ALARACT 046/2023 (Notification of New Army Body Fat Assessment for the Army Body Composition Program) or Army Directive 2023-08 (Army Body Fat Assessment Exemption for Army Combat Fitness Test Score) will not be considered. Soldiers with a valid pregnancy profile are exempted from this requirement.
- The start date of this position will be determined by the needs of the organization.
- **Applicants who are flagged, or should be flagged, for any reason will not be considered for AGR tours.**

Duties and Responsibilities:

- The primary purpose of this position is to serve as Training NCO for HHC 572nd BEB 86 IBCT (MTN).
- 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 a current and accurate. Ensures complete and correct military personnel data is provided and entered into the variety of automated personnel reporting systems as required.
- Manages and maintains the unit database. Acts as point of contact for unit and users. Resolves user problems on system usage, consults supervisor for decisions on complex user problems. Performs quality assurance checks on the database to ensure validity and accuracy. Assists in administering training programs to Functional Users and Unit personnel. Provides

- assistance as required to validate personnel records and ensure data accuracy. Maintains contact with user in order to provide technical assistance and error resolution for Army Evaluation Systems and other automated DOD user systems and programs.
- 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.
 - 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.
 - **PERFORMS OTHER DUTIES AS ASSIGNED.**

Other Requirements:

- Applicants must currently hold the rank/grade of E-6/SSG.
- Applicants do not need to be MOSQ, but must become 12B MOSQ within 12 months if selected.
- Applicant must successfully complete Unit Training NCO Course 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 for any reason will not be considered for AGR tours.**

Instructions for Applying:

- Interested applicants will submit documents on the attached Title 32 AGR Application Checklist.
- Applications without all required supporting documents will not be considered.
- **Only emailed applications will be accepted. Email application as a single PDF File to ng.vt.vtarng.list.hro-army-agr@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, 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: <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>
2. _____ Photo copy of Driver's License.
3. _____ All DD 214s for all periods of active service. DD 214 copies must include bottom portion that identifies Separation Code. Include any DD 215s and DD 220s as applicable.
4. _____ NGB Form 23B, Army National Guard Retirement Points History Statement (If a member of the National Guard, otherwise submit DD Form 1506).
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. _____ Individual Training Record (ITR) from Digital Training Management System (DTMS) showing latest ACFT and height/weight data.
8. _____ Copy of last five NCOERS. If newly promoted E5, letters of recommendation are encouraged but not required.
9. _____ Current AGR Soldiers applying need to include a memorandum from full time chain of command acknowledging your application.
10. _____ Memorandum of explanation for missing documentation (if applicable).
11. _____ Letters of recommendation. It is optional for applicants to submit any Letters of Recommendation for the position.