

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

Announcement Number:	MVA-AR-25-02 *National*
Position Title:	Assistant Marketing NCO / 00F34
Date of Announcement:	08 November 2024
Closing Date:	18 December 2024
Duty Unit & Location:	Recruiting and Retention Battalion (W91UAA) 789 VTNG Road, Colchester, Vermont 05446
Grade, MOS & Para/lin:	SSG / E6 00F34 008C/06 04848005
Period of Tour:	Initial Tour is 3 years. Subsequent tours are subject to recommendation by the Senior Leadership pursuant to NGR 600-5. On-board VTARNG AGR Soldiers are subject to Vermont Army National Guard Policy (2024-01), Active Guard Reserve (AGR) Enlisted Stabilization.
Selecting Official:	MAJ Sarah Palhete; 802-338-3449; sarah.m.palhete.mil@army.mil
Human Resources Office Point of Contact and Address:	SGT Alexis Nadeau; 802-338-3143; alexis.s.nadeau.mil@army.mil
Area of Consideration:	All current members of the VTARNG and those eligible to become members. Applicants must currently hold the rank of E-4 - E-7. Applicants in the grade/rank of SSG/E-7 must be administratively reduced to SSG/E-6, if selected.
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 on a pregnancy/postpartum profile.
- Applicants for this position must be Worldwide Deployable.
- In accordance with PPOM 22-023, Execution of Personnel Actions for the Army Combat Fitness Test, para 5h(2), individuals applying for AGR status will require a passing ACFT within 6 months prior to their packet submission.
- **All applicants must be screened for height/weight three months prior to the submission of their packet 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 053/2024 (Notification of New Army Body Fat Assessment for the Army Body Compensation 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 exempt from this requirement.**
- The start date of this position will be determined by the needs of the organization.
- Must have a minimum General Technical (GT) score of 110. This requirement can be waived with GT Score of 100 or GT score of 95 combined with a Skilled Technical (ST) score of 95. Applicants that do not meet these aptitude requirements can be conditionally hired. Applicants will have 12 months to complete AFCT training and meet the minimum waiverable scores.
- Applicants must have a PULHES that does not exceed "122221" for entry into the MOS of 79T.
- Must not possess obviously distracting physical characteristics or mannerisms to include shaving profile (waiver not authorized)
- **Applicants who are flagged, or should be flagged, for any reason will not be considered for AGR tours**

Duties and Responsibilities:

- RRB position designed to support Marketing operations, leadership is looking for a highly motivated Soldier with some basic knowledge in the arena, all interested Soldiers with background knowledge and or training are encouraged to apply.
- The primary purpose of this position is to serve as a Recruiting and Retention Marketing Products Production NCO.
- Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer's instructions; troubleshooting malfunctions; maintaining equipment inventories; evaluating new equipment.
- Manages all production components and resources to ensure all work is completed flawlessly, as well as on time.
- Printing, cutting, and sorting stickers.
- Preparation of RRPI's for delivery to the field.
- Mounting of posters, pictures, and banners.
- Window and vehicle wrap design and installation.

- Able to multitask at a high level.
- Reviews all materials to ensure all text and visual content is accurate and of the highest quality.
- Attend and participate in meetings as required.
- Contributes to team effort by accomplishing related results as needed.
- Creates Social media posts that are in-line with National and State branding efforts.
- Updates and maintains the BFAC App and state website IAW PAO guidelines.
- Assists in market research and analytics.

Requirements:

- Applicants must become SQI-4 qualified within 12 months of the AGR tour start date.
- Applicants must attend the ARNG Marketing NCO Course 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.
- Applicants must complete the HRR 600 Form and be able to be Suitability Compliant

Recommended Experience:

- 3 years in a paid or unpaid graphic design, graphic arts, or visual information position requiring little or no supervision.
- Strong conceptual thinking skills and demonstrates awareness of recruiting culture.
- Marketing and Advertising experience as it relates to brand awareness, ROI, lead development.
- Macintosh OSX, Adobe Creative Suite, Microsoft Office Suite, and Roland Versa Works

Preferred Experiences:

- New position in the RRB designed to support Marketing operations, leadership is looking for a highly motivated Soldier with some basic knowledge in the arena, all interested on-board AGR Soldiers with background knowledge and or training are encouraged to apply.
- Preferred Bachelor's Degree in Graphic Design or digital media, with experience.
- Advanced Adobe Creative Suite including Photoshop, Illustrator, InDesign and Roland Versa Works.
- High standard for creative execution, delivery, communication and craftsmanship.
- Excellent understanding of print processes, color management and proofing.
- Excellent verbal and written communication skills.
- Proficient in using Roland SolJet Pro4 XR640 and Versa Comm Print and Cut VS 540 hardware.
- **Applicants who are flagged for any reason will not be considered for AGR tours or lateral transfer.**

Note: Applicants applying for this position require State and Federal Level Suitability Screening (formerly known as POSTA). After State Level Checks have been returned with favorable results, applicants can be transferred into the position. Applicants will be counseled and will remain in a temporary status until Federal Level Screening results have been returned favorably. The selected applicant must remain in good standing. If NGB level results return with unfavorable results or results not divulged by the applicant, they will not remain in the selected position. HRO will be notified and COAs will be determined. Applicants will submit HRR Form 600 Recruiting and Training Cadre Suitability Questionnaire with their packet.

Instructions for Applying:

- Interested applicants will submit documents on the attached Title 32 AGR Lateral Application Checklist.
- Applications without all required supporting documents will not be considered.
- **Only emailed applications will be accepted. Email application as a single PDF 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 LATERAL APPLICATION CHECKLIST
****INCOMPLETE APPLICATION MAY NOT BE ACCEPTED****

NAME (Last, First): _____ **Rank:** _____ **SSN:** _____
Contact Phone #: _____ **Email:** _____
Mailing Address: _____

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

Current Status: Check One

M-DAY FTNGD-OS AGR TECH AC USAR

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature). Hyperlink:
<https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>
2. _____ 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.
3. _____ NGB Form 23B, Army National Guard Retirement Points History Statement (If a member of the National Guard, otherwise submit DD Form 1506).
4. _____ 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)
5. _____ Current Certified Enlisted Record Brief (ERB).
6. _____ Individual Training Record (ITR) from Digital Training Management System (DTMS) showing latest ACFT and height/weight data. *Height/weight must be completed three months prior to the submission of the packet.
7. _____ Copy of last five years of NCOERS.
8. _____ Current AGR Soldiers applying need to include a memorandum from full time chain of command acknowledging your application.
9. _____ Memorandum of explanation for missing documentation (if applicable).
10. _____ Letters of recommendation. It is optional and highly recommended for applicants to submit any Letters of Recommendation for the position.
11. _____ The HHR Form 600- Recruiting and Training Suitability Questionnaire.

RECRUITING AND TRAINING CADRE SUITABILITY QUESTIONNAIRE

The proponent for this form is ARNG-HRR.

Disclosure: This is required before hiring into a position that supports the accomplishment of the recruiting mission.

Section I: Soldier Information

1. Soldier's Name (Last, First, Middle):	2. Rank/Grade:
3. Unit of assignment:	
4. Position Applying for:	

Section II: Type I Offenses (Over the Soldier's Lifetime)

Have you received a civilian or military conviction, or a finding of guilty in a field grade Article 15, Uniform Code of Military Justice (UCMJ) proceedings for any of the offenses listed below:	YES	NO
(a) Possessing, receiving, or viewing child pornography (Article 134 UCMJ).		
(b) Rape or sexual assault. (Article 120 or 134 UCMJ)		
(c) Any offense punishable under Article 80, 120, 120b, 128, 134, and and 130; similar civilian offense (rape, sexual assault, aggravated sexual contact, abusive sexual contact, stalking, sexual abuse of a child); or any attempt to commit such acts (Article 80, UCMJ)		
(d) Inappropriate relationships and prohibited activities between recruits and recruiters and between trainers providing entry-level training and trainees (DoDI 1304.33/Article 93a, UCMJ).		
(e) Domestic violence or child abuse as described by DoDI 6400.06 (Article 128 UCMJ), child abuse, or any violent crime under the UCMJ.		
(f) A requirement to be registered as a sex offender.		
(g) Previous separation from any Service for any Type I offense listed above		

Note: Adverse information is defined as any substantiated adverse finding or conclusion from an officially documented investigation or inquiry or any other credible information of an adverse nature. To be credible, the information must be resolved and supported by a preponderance of the evidence. To be adverse, the information must be derogatory, unfavorable, or of a nature that reflects clearly unacceptable conduct, integrity, or judgment on the part of the Soldier. Conduct may be considered regardless if issues resulted in formal charges or administrative

Section III: Type II Offenses (Over a Soldier's Military Career, Including Sister Services)

Note: For all offenses; Conduct may be considered regardless if issues resulted in formal charges or administrative or legal action. Conduct that may have resulted in dismissal, expungement, or a finding of not guilty by a court or other entities in the civilian or military justice system may still be considered for suitability and fitness adjudications using the preponderance of the evidence standard, but will be adjudicated as a Type II or Type III offense.

Is there adverse information listed against you for any of the offenses listed below:	YES	NO
(a) Sexual harassment to include influencing, threatening a person's career, pay, or job (Article 93, or 132 UCMJ).		
(b) Prostitution or pandering (Article 134 UCMJ)		
(c) Fraternalization (Article 134 UCMJ).		

(d) Participation in extremist organizations and activities by Army personnel inconsistent with the responsibilities of military service (as defined in AR 600 – 20)		
(e) Special, general court-martial conviction that results in any civilian criminal felony convictions.		
(f) Criminal offense involving a child		
(g) Extramarital sexual conduct or inappropriate relationship (Article 134).		
(h) Wrongful broadcast or distribution of intimate visual images (Article 117a UCMJ).		
(i) Wrongful use possession, distribution, importation, or exportation of a controlled substance (Article 112a UCMJ).		
(j) Initial enlistment waivers for derogatory information related to any Type I offense.		
(k) Type I offenses for which the Soldier was not convicted in a court of law or received an Article 15 or higher UCMJ action.		
(l) (l) Alcohol abuse (as defined in 5 CFR 731.202(b)(5)). <i>Alcohol abuse, without evidence of substantial rehabilitation, of a nature and duration that suggests that the applicant or appointee would be prevented from performing the duties of the position in question, or would constitute a direct threat to the property or safety of the applicant or appointee or others</i>		
Section IV: Type III Offenses (Within the Last 5 Years Unless Otherwise Stated)		
Is there adverse information listed against you for any of the offenses listed below:	YES	NO
(a) Relief for cause noncommissioned officer evaluation report or officer evaluation report while in current grade		
(b) Previous separation from any Service for any Type III offense.		
(c) Initial enlistment waivers for derogatory information (not related to an offense listed under Type II).		
(d) Assault (other than categories listed under Type I).		
(e) Larceny, fraud, or robbery (Articles 121, 124, or 122, UCMJ).		
(f) Burglary (Article 129)		
(g) Prohibited activities related to recruiting efforts, future Soldiers, or initial entry trainees that fall under DoDI 1304.33. Prohibited activities with military recruits or trainees that fall under DoDI 1304.33 (Article 93a UCMJ).		
Section V: Administrative Reports That Preclude Initial Appointment to These Positions		
1. Are you flagged, barred from reenlistment/extension, or coded with any administrative information indicating legal investigation is underway?		
2. Are you pending determination by a Medical Evaluation Board, Physical Evaluation Board, or Military Occupational Specialty Administrative Retention Review process?		
3. Do you have a current revoked, denied, or suspended security clearance, or failed to attain or maintain a favorable NACLIC, tier 3 investigation or higher?		
Section VI: Acknowledgement		
By signing below, I acknowledge I have answered the above sections truthfully and honestly.		
Name.	Signature.	Date.