

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

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| Announcement Number: | MVA-AR-24-02 |
| Position Title: | Supply/Admin NCO |
| Date of Announcement: | 04 October 2023 |
| Closing Date: | 04 November 2023 |
| Duty Location & Unit: | 172 nd MP Law Enforcement Detachment, 7846 Williston Road, Williston, Vermont 05495 |
| Grade, MOS & Para/Lin, Pos: | E5, 31B2O, 106/02, 03272273 |
| 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 (2022-16), Active Guard Reserve (AGR) Enlisted Stabilization. |
| Selecting Official: | MAJ Nathan Fry, (802) 338-3499, nathan.e.fry2.mil@army.mil |
| Human Resources Office Point of Contact: | SPC 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-6. Applicants in the grade/rank of SSG/E-6 must be administratively reduced to SGT/E-5, if selected. |
| 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.
- In accordance with PPOM 20-023, 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.
- 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 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 exempted from this requirement.
- Before being accessed into the AGR program, Soldiers must successfully complete a physical IAW Chapter 3, AR 40-501. Soldiers must be confirmed worldwide deployable (to include austere environments) with no limitations on duty. Applicants must not be MRC3 or MRC4 or on a temporary profile, with the exception of those applicants who are on a pregnancy/postpartum profile.
- Applicant 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 PULHES that does not exceed “22221” with a vision of red/green color discrimination for entry into the 31B MOS and AGR program.
- A minimum score of 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 Jul 2004.
- Applicants must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- **Applicants who are flagged, or should be flagged, for any reason will not be considered for AGR tours.**
- Official start date of this position will be determined by the needs of the organization.

Duties and Responsibilities:

- Processes/performs a variety of military personnel transactions involving the appointment, enlistment, reenlistment, separation, promotion, and assignment, line of duty action, transfer, evaluation, qualification, attendance, clearance, training

and personnel recognition of 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. Reconstructs and verifies situations and facts pertaining to each assigned transaction. Understands and applies substantive and procedural requirements, including rules, regulations, and precedent decisions, in independently accomplishing transactions ranging from the very routine and simple to the most unusual and complex. Initiates and maintains military personnel records for officer personnel, working with them, as well as from supporting documentation, to ensure that information and data is current and accurate. Ensures complete and correct military personnel data is provided and entered into automated personnel reporting systems as required.

- Responsible for carrying out the Commander's plans and programs for the accomplishment of the unit's training objectives and missions based on guidance from the Unit Commander, draft training schedules and other training documents. 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 and update of a comprehensive loading plans.
- Maintains the development and monitoring of a comprehensive MOS qualification training program. Prepares requests for training areas, vehicles, equipment, ranges and other items required to support scheduled training as required.
- Completes the day-to-day supply transaction of the unit. Requisitions, receives, stores, issues, and accounts for a wide variety of supplies and equipment such as rations, ammunition, fuel, clothing, office supplies, forms and publications, communications equipment, small arms, tool sets, vehicles, etc. Conducts inventories which require considerable knowledge of the equipment and its components. Insures that required supplies such as rations, ammunition, and equipment are on hand to support the training mission of the unit. Posts, updates, and maintains in current status unit property records such as property book or hand receipt, document register, equipment checklists and hand receipts, annexes and clothing forms, etc. Prepares financial liability investigations, inventory adjustment reports and statements of charges for lost, damaged or destroyed property. Maintains unit Government Purchase Card Account according to all applicable regulations.
- Coordinates maintenance and repair of unit equipment. Takes necessary action such as submitting work requests to supporting maintenance facilities ensuring equipment is repaired, ready and available when needed.
- 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 and able to attend all required schools, courses, and events that support unit activities. Provides full support and contributes to the unit's recruiting and retention activities.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Other Requirements:

- Applicants do not need to be MOSQ, but must become 31B qualified 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.
- Applicant must complete ARNG Basic Human Resources and Admin (922-7C-F57/500-F56 & 922-7C-F71/500-F71) and Unit Supply Personnel (922-8A-F78/551-F69) within 12 months of the AGR tour start date.

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. Applications received after the closing date will not be considered.
- **ONLY emailed applications will be accepted. Email Application as one PDF Document 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. _____ Photocopy 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 **Selection Board** 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.