

## VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

<b>Announcement Number:</b>	MVA-AR-24-04
<b>Position Title:</b>	XO/AO / 01A00
<b>Date of Announcement:</b>	<b>08 November 2023</b>
<b>Closing Date:</b>	<b>08 December 2023</b>
<b>Duty Location &amp; Unit:</b>	Recruiting and Retention Battalion (W91UAA) 789 Vermont National Guard Road, Colchester, VT 05446 with Duty at Camp Johnson, Colchester, VT 05446
<b>Grade, MOS &amp; Para/Lin, Pos:</b>	CPT/O3 01A00 002/01 03186005
<b>Period of Tour:</b>	Initial Tour is 3 years. Subsequent tours are subject to recommendation by the Senior Leadership pursuant to NGR 600-5.
<b>Selecting Official:</b>	LTC Robert E. Burke III 802-338-3449; Robert.e.burke64.mil@army.mil
<b>Human Resources Office Point of Contact:</b>	SPC Alexis Nadeau; 802-338-3143; alexis.s.nadeau.mil@army.mil
<b>Area of Consideration:</b>	<b>****All Members of The Vermont Army National Guard and All Those Eligible To Become Members. ****</b> Applicants must currently hold the rank of O2/1LT thru O3/CPT. Officers must meet military education requirements as outlined in AR 135-18, Table 2-1c
<b>PCS Authorized:</b>	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), and Army Directive 2023-11 (Army Body Fat Assessment for the Army Body Composition Program), will not be considered. Soldiers with a valid pregnancy profile are exempt 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.
- Applicants must have a PULHES that does not exceed “111121” for the AGR program.
- 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.
- **This vacancy is open only to Soldiers in the rank/grade of O2/1LT – O3/CPT currently serving in the Army National Guard and must meet the military education requirements as outlined in AR 135-18, Table 2-1c.**
- Applicants must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- All applicants must be qualified and pass the State and Federal Level Suitability Screening (formerly known as POSTA) for this position.
- **Applicants who are 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:

- This position is located at the Recruiting and Retention Battalion with duty at Camp Johnson, Colchester, Vermont. Serves as the Executive Officer and primary advisor to the Commander for providing leadership, oversight, information, analysis, guidance and recommendations on readiness and day-to-day matters of the command.

- Supervises and coordinates the activities of the full-time staff. Provides instructions and guidance to staff sections and subordinate sections in the conduct of daily activities. Makes day-to-day recommendations to the commander in the areas of personnel and equipment assignments, instructions to staff members, and replies to requests from higher headquarters or local authorities.
- Manages the full-time personnel program for the organization. Directs and coordinates work directly and through subordinate supervisors. Selects candidates for non-supervisory and supervisory positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Responsible for accurate and timely processing of all personnel actions such as evaluations, transfers, separations, retirements, selective retentions, and extensions of active-duty status.
- Oversees all personnel actions of the unit to include Recruiting and Retention activities, promotions, vacancy fills, OPD and NCOPD, orders processing, promotions, transfers, UMR management, pay actions, awards, discipline, retirements, and all other administrative actions as required.
- Serves as overall Budget Officer for the Battalion, this includes activities throughout the budget lifecycle from inputting estimates to secure funding, establishing spending priorities through execution and reconciliation of both 2060 and 2065 accounts.
- Oversees the unit's Government Purchase Card Program.
- Serve as primary school house liaison with NGB-TRI and Information Operations Proponent and other Information Operations stakeholders with a goal of ensuring both short term educational missions and long-term plans serve the Department of Defense in the most efficient manner possible.
- Provides support for community activities such as parades, celebrations, military funerals, and natural disaster or civil disturbance planning as required.
- Oversees all operations for the Battalion to include unit required readiness actions in conjunction with the State training guidance.
- **OTHER DUTIES AS ASSIGNED.**

**Other Requirements:**

- 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.

**Note:** Applicants applying for positions requiring State and Federal Level Suitability Screening (formerly known as POSTA) positions must meet all the requirements listed prior to becoming eligible for transfer to the position. After State Level Checks have been returned with favorable results, applicants can be transferred. Soldiers will be counseled and will remain in a temporary status until Federal Level Screening results have been returned favorably. Officers must remain in good standing.

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 COA's will be determined.

**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](mailto: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.