

VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

Announcement Number:	MVA-AR-24-12
Position Title:	Admin NCO/15T30
Date of Announcement:	10 January 2023
Closing Date:	10 February 2023
Duty Location & Unit:	1-224 S & S AVN BN Elements DET 2 B CO 2/245 OSA 141 Shamrock Road, South Burlington, VT 05403
Grade, MOS & Para/line, Pos:	SSG / E6 15T30 409/08 03093935
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:	LTC Nathan Fry; (802) 802-338-3499; nathan.e.fry.mil@army.mil
Human Resources Office Point of Contact:	SPC Alexis Nadeau, alexis.s.nadeau.mil@army.mil , (802)338-3143
Area of Consideration:	All current members of the VTARNG and those eligible to become members. Applicants must currently hold the rank of E-4 thru E-7. Applicants in the grade/rank of SFC/E-7 must be administratively reduced to SSG/E-7, if selected. Applicant must hold a 15T MOS.
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 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.
- 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 “222211” for entry into the MOS of 15T and 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.
- Applicants must have a minimum score of 104 in aptitude area MM.
- Applicants must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- Applicants must currently hold the 15T MOS.
- Must become B3 ASI (LUH – 72 Helicopter Repairer) training must be complete within 1 year.
- Must be willing and able to become RL1.
- 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.**
- Official start date of this position will be determined by the needs of the organization.

Duties and Responsibilities:

- The primary purpose of this position is to serve as an Administrative NCO for elements of 1-124th S&S AVN BN/ DET 2 B CO 2/245 OSA with duty in South Burlington, VT.
- Process 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 Unit.
- Provide assistance to members and dependents involving benefits, entitlements, survivor benefits, other personal affairs/family support activities.
- Initiates and maintains military personnel records for assigned officer and enlisted individuals, by collecting supporting documentation to ensure that information is current and accurate.
- Maintains contact with user to provide technical assistance and error resolution for Army Evaluation Systems and other automated DOD user systems.
- Responsible for carrying out the Commander's plans for the accomplishment of the unit's training objectives and missions based on detailed guidance.
- 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.
- 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**

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 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 Officer Record Brief (ORB).
7. _____ Individual Training Record (ITR) from Digital Training Management System (DTMS) showing latest ACFT and height/weight data.
8. _____ Copy of last five _____. 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.

