

VERMONT ARMY NATIONAL GUARD VACANCY

Announcement Number:	MVA-AR-24-45 *LATERAL*
Position Title:	Human Resources NCO
Date of Announcement:	04 September 2024
Closing Date:	14 September 2024
Duty Location & Unit:	VT Joint Force Headquarters 789 Vermont National Guard Road, Colchester, VT 05446
Grade, MOS & Para/line, Pos:	E-6/SSG 42A3O 209C/03, 03323052
Period of Tour:	Minimum of two years for voluntary reassignment. Tour is subject to VTARNG Stabilization Policy Memorandum 2024-01.
Selecting Official:	COL Leonard Poirier, leonard.j.poirier.mil@army.mil , (802)338-3130
Human Resources Office Point of Contact:	SGT Alexis Nadeau, alexis.s.nadeau.mil@army.mil , (802)338-3143
Area of Consideration:	*Onboard AGR Soldiers of the VTARNG* Must currently hold the rank of SSG/E6 and 42A
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.
- 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 exempt 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 a Human Resources NCO in the Transition section of the G1. Duty will be at Joint Force Headquarters in Colchester, VT.
- Serves as the State subject matter expert for officer and enlisted separations; assist with the processing and completion of awards and decorations; research G1 related congressional inquiries, assist with Transition Center appointments for Soldiers transitioning out of the VTARNG to include processing of NGB 22's.
- Manages requests for personnel records of former Vermont Army National Guard Soldiers, retirees, family members and funeral homes.
- Assists with the issuing of DD 214/DD 220 for eligible Soldiers.
- Serves as alternate ID Card operator for the main ID Card office at Camp Johnson.
- 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 SSG/E6.
- Applicants must currently hold the 42A MOS
- Must possess a valid state driver's license and must be able to operate military vehicles, and equipment within the unit of assignment.

- Have basic knowledge of computer skills and Microsoft Office applications.
- **Applicants who are flagged, or should be 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 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 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)

1. _____ Letter of Interest.
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.
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.