

## VERMONT ARMY NATIONAL GUARD AGR VACANCY

<b>Announcement Number:</b>	MVA-AR-25-03 *NATIONAL*
<b>Position Title:</b>	Training NCO /11B
<b>Date of Announcement:</b>	23 October 2024
<b>Closing Date:</b>	23 November 2024
<b>Duty Location &amp; Unit:</b>	HHC 86 <sup>th</sup> IBCT (MTN), 35 Ethan Allen Road, Jericho, VT 05465
<b>Grade, MOS &amp; Para/Lin, Pos:</b>	SSG/E6 11B 03282761 101/04
<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. On-board VTARNG AGR Soldiers are subject to Vermont Army National Guard Policy (2024-01), Active Guard Reserve (AGR) Enlisted Stabilization.
<b>Selecting Official:</b>	MAJ Garion Ford, <a href="mailto:garion.l.ford.mil@army.mil">garion.l.ford.mil@army.mil</a> , (802) 899-7361
<b>Human Resources Office Point of Contact:</b>	SGT Alexis Nadeau, <a href="mailto:alexis.s.nadeau.mil@army.mil">alexis.s.nadeau.mil@army.mil</a> , (802)338-3143
<b>Area of Consideration:</b>	<b>All current members of the VTARNG and those eligible to become members.</b> Applicants must currently hold the rank of SPC/E-4(P) – SFC/E-7. Applicants in the grade/rank of SFC/E-7 must be administratively reduced to SSG/E-6, if selected.
<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 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.**
- 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 111221 for entry into the MOS of 11B 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 77 in aptitude area CO.
- 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:

- The primary purpose of this position is to serve as Training NCO at HHC 86<sup>th</sup> IBCT (MTN) in Jericho, VT.
- Processes 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 National Guard.
- Provides assistance to members and dependents involving benefits and entitlements, survivor benefits, and other personal affairs/family support activities. Initiates and maintains military personnel records for assigned and

attached officer and enlisted individuals, working with them, as well as from supporting documentation, to ensure that information and data are current and accurate. Ensures complete and correct military personnel data is provided and entered into the variety of automated personnel reporting systems as required.

- Manages and maintains the unit database. Acts as point of contact for unit and users. Resolves user problems on system usage, consults supervisor for decisions on complex user problems. Performs quality assurance checks on the database to ensure validity and accuracy. Assists in administering training programs to Functional Users and Unit personnel. Provides assistance as required to validate personnel records and ensure data accuracy. Maintains contact with user in order to provide technical assistance and error resolution for Army Evaluation Systems and other automated DOD user systems and programs.
- Responsible for carrying out the Commander's plans and programs for the accomplishment of the unit's training objectives and missions based on detailed guidance from the Unit Commander, draft training schedules and other training documents. Upon approval from the Unit Commander, publishes above mentioned documents in proper prescribed format. 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.
- Maintains the development and monitoring of a comprehensive MOS qualification training program. Advises and assists unit NCOs in implementation and conduct of supervised on-the-job training (SOJT) programs. Provides advice and assistance to first line supervisors for implementation and conduct of MOS qualification programs. Prepares requests for training areas, vehicles, equipment, ranges and other items required to support scheduled training 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.**

#### **Other Requirements:**

- Applicants do not need to be MOSQ, but must become 11B MOSQ within 12 months, if selected.
- Applicants must successfully complete Unit Training NCO Course within 12 Months, if selected.
- Applicants must successfully complete Battle Staff NCO course within 24 months, if selected.
- 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.

#### **Preferred Qualifications:**

- SQI "E", Basic Military Mountaineer Graduate.

#### **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: (Check one)

M-DAY / FTNGD-OS (ADOS) / AGR / TECH / AC / USAR /

### PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial item as applicable)

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).
7. \_\_\_\_\_ Individual Training Record (ITR) from Digital Training Management System (DTMS) showing latest ACFT and height/weight data. \*Height and weight must be done within three months prior to submitting an application.
8. \_\_\_\_\_ Copy of last five years of 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.