

## VERMONT ARMY NATIONAL GUARD AGR VACANCY

<b>Announcement Number:</b>	MVA-AR-25-08 *Nationwide*
<b>Position Title:</b>	Recruiting and Retention NCO / 00F34
<b>Date of Announcement:</b>	15 October 2024
<b>Closing Date:</b>	15 November 2024
<b>Duty Location &amp; Unit:</b>	Recruiting and Retention Battalion (W91UAA)
	789 Vermont National Guard Road, Colchester, VT 05446 With duty in *Williston, Vermont. <i>*Per VTARNG AGR MFR, BAH rate based off Colchester, VT zip code.</i>
<b>Grade, MOS &amp; Para/line, Pos:</b>	SSG/E-6 00F 008B/27 4847997
<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 Sarah Palhete; 802-338-3449; sarah.m.palhete.mil@army.mil
<b>Human Resources Office Point of Contact:</b>	SGT Alexis Nadeau; 802-338-3143; alexis.s.nadeau.mil@army.mil
<b>Area of Consideration:</b>	All current members of the VTARNG and those eligible to become members. Applicants must currently hold the rank of E-4 - 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:

- 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.
- **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.**
- **The start date of this position will be determined by the needs of the organization.**
- **Must have a minimum General Technical (GT) score of 110. This requirement can be waived with GT Score of 100 or GT score of 95 combined with a Skilled Technical (ST) score of 95. Applicants that do not meet these aptitude requirements can be conditionally hired. Applicants will have 12 months to complete AFCT training and meet the minimum waivable scores.**
- Applicants must have a PULHES that does not exceed “122221” for entry into the MOS of 79T and the AGR program.
- Must not possess obviously distracting physical characteristics or mannerisms to include shaving profile (waiver not authorized)
- **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 Recruiting and Retention NCO in the Vermont Recruiting and Retention Battalion with duty in Williston, Vermont.
- Directly responsible to the State Recruiting and Retention Battalion (RRB) for processing new members into the Vermont Army National Guard. Responsible for contacting, interviewing, and advising civilian personnel on enlistment in the Vermont Army National Guard. Ensures operation of equipment by completing preventative maintenance requirements; following manufacturer’s instructions; troubleshooting malfunctions; maintaining equipment inventories; evaluating new equipment.

- Contacts representatives of schools, public officials, personnel managers, parents of prospective applicants, and others to present the National Guard as an employment and career opportunity. Presents formal and informal talks on the advantages of the Army National Guard at civic and service organizations and student bodies. Distributes and displays recruiting publicity material. Contacts civic, fraternal, service organizations and educational institutions for the purpose of stimulating interest in the Vermont Army National Guard.
- Contacts, interviews, and counsels prospective enlistees. Determines individual qualifications for National Guard membership. Discusses individual goals to include personal aptitude, training opportunities, job satisfaction, advancement, retirement, prestige, and military life occupation.
- Explains National Guard benefits including enlistment bonuses, retirement pay, military and civilian educational opportunities, and similar programs. Evaluates applicant's occupational and educational background to determine National Guard programs for which the individual qualifies. Responsible for conducting all phases of the enlistment process for the National Guard.
- Must maintain compliance with applicable strength maintenance regulations, policies, procedures, and State guidance.
- Advises and assists unit commander(s) in assigned areas in plans for major training activities, unit events, classes, and seminars. During mobilization and as otherwise required, assists commander(s) in the design, development, and implementation of a Family Assistance Center. Conducts retention interviews as required.
- Conducts telephone prospecting, area canvassing and other lead generation activities.
- Able to multitask at a high level.
- Attend and participate in meetings as required.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

#### **Other Requirements:**

- Applicants must currently hold the rank of E-4 - E-7. Applicants in the grade/rank of SFC/E-7 must be administratively reduced to SSG/E-6, if selected.
- **Selected individual must become SQI "4" qualified (Non-Career Recruiter/ARNG Recruiting and Retention NCO) within 12 months of AGR tour start date. Requires a successful completion of the Army National Guard Recruiting and Retention Course taught at ARNG Professional Education Center (PEC), Camp Robinson, AR. Meet the requirements of the 79T ASVAB scores of a minimum General Technical (GT) score of 110. This requirement can be waived with GT Score of 100 or GT score of 95 combined with a Skilled Technical (ST) score of 95.**
- 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.
- Have computer skills and basic knowledge of Microsoft Office applications.
- **Applicants who are flagged, or should be flagged, for any reason will not be considered for AGR tours.**

**Note:** Applicants applying for this position require State and Federal Level Suitability Screening (formerly known as POSTA). After State Level Checks have been returned with favorable results, applicants can be transferred into the position. Applicants will be counseled and will remain in a temporary status until Federal Level Screening results have been returned favorably. The selected applicant must remain in good standing. If NGB level results return with unfavorable results or results not divulged by the applicant, they will not remain in the selected position. HRO will be notified and COAs 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.
- **Only emailed applications will be accepted. Email application as a single PDF File 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  / AGR  / TECH  / AC  / USAR  /

### **PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each item as appropriate)**

1. \_\_\_\_\_ NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature).  
Hyperlink: <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>
2. \_\_\_\_\_ Letter of Interest. On-board AGRs in the VTARNG only.
3. \_\_\_\_\_ Photo copy of Driver's License.
4. \_\_\_\_\_ 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.
5. \_\_\_\_\_ NGB Form 23B, Army National Guard Retirement Points History Statement (If a member of the National Guard, otherwise submit DD Form 1506).
6. \_\_\_\_\_ 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)
7. \_\_\_\_\_ Current Certified Enlisted Record Brief (ERB).
8. \_\_\_\_\_ Individual Training Record (ITR) from Digital Training Management System (DTMS) showing latest ACFT and height/weight data. \*Height/weight must be completed three months prior to the submission of the packet.
9. \_\_\_\_\_ Copy of last five years of NCOERs (if applicable).
10. \_\_\_\_\_ Current AGR Soldiers applying need to include a memorandum from full time chain of command acknowledging application.
11. \_\_\_\_\_ Memorandum of explanation for missing documentation (if applicable).
12. \_\_\_\_\_ Letters of recommendation. It is optional for applicants to submit any Letters of Recommendation for the position.
13. \_\_\_\_\_ HRR Form 600 Recruiting and Training Cadre Suitability Screening Questionnaire