VERMONT ARMY NATIONAL GUARD AGR VACANCY

Announcement Number:	MVA-AR-25-16 *LATERAL*
Position Title:	Administrative NCO/15T30
Date of Announcement:	27 January 2025
Closing Date:	16 February 2025
Duty Location & Unit:	Charlie Company (Air Ambulance) 3-126th General Support AVN BN 141 Shamrock Road, South Burlington, VT 05403
Grade, MOS & Para/line, Pos:	SSG / E6 15T3F 402/09 0003465
Period of Tour:	Minimum of two years for voluntary reassignment. Tour is subject to VTARNG Stabilization Policy Memorandum 2022-16.
Selecting Official:	LTC Annaliese Baumer, Annaliese.m.baumer.mil@army.mil, 802-338-3466
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
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.
- **Applicants must complete a flight physical pre-screen exam with the state Physician Assistant prior to submitting an application.**
- 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.
- **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 an Administrative NCO for elements of Charlie Company 3-126th AVN Air Ambulance, 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.**

Other Requirements:

- Applicants must currently hold the rank/grade of SSG/E6.
- Must become 15T3 qualified, 15T training must be complete within 2 years.
- Must be willing and able to become RL1 and perform crew chief on call search and rescue duties.
- 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 must complete a flight physical pre-screen exam with the state Physician Assistant prior to submitting an application.**
- **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.*Height and Weight must be completed three months prior to the submission of the packet.

7. _____ Copy of last five 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. ___ Memorandum signed my COL Korczykowski (attached).

11. ____ Letters of recommendation. It is optional and highly recommended for applicants to submit any Letters of Recommendation for the position.