

VERMONT ARMY NATIONAL GUARD AGR VACANCY

Announcement Number:	MVA-AR-25-17 *Lateral*
Position Title:	IST/ISR Coordinator / 79T40
Date of Announcement:	27 January 2025
Closing Date:	06 February 2025
Duty Location & Unit:	Recruiting and Retention Battalion (W91UAA) 789 Vermont National Guard Road, Colchester, VT 05446 With duty in Colchester, Vermont.
Grade, MOS & Para/line, Pos:	SFC/E-7 79T 005/01 03185963
Period of Tour:	Minimum of two years for voluntary reassignment. Tour is subject to VTARNG Stabilization Policy Memorandum 2024-01.
Selecting Official:	MAJ Sarah Palhete; 802-338-3449; sarah.m.palhete.mil@army.mil
Human Resources Office Point of Contact:	SGT Alexis Nadeau; 802-338-3143; alexis.s.nadeau.mil@army.mil
Area of Consideration:	Onboard AGR Soldiers of the VTARNG. Must currently hold the rank of SFC/E-7 and possess 79T MOS.
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.
- **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 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 the IST/ISR Coordinator NCO in the Vermont Recruiting and Retention Battalion with duty in Colchester, VT.
- Directly responsible to the State Recruiting and Retention Battalion (RRB) for the successful transition of ARNG Soldiers between states and coordinate the accession of Active Duty Soldiers into the VTARNG.
- Follow applicable State and Federal regulatory guidance and current policies to determine the enlistment and incentive eligibility of Soldiers desiring to Intra-State transfer, Inter-State(IST), or In-service enlistment.
- Identify and contact the new unit of assignment for all Soldiers desiring an IST or in-service transfer enlistment and obtain the name and phone number of a sponsor.
- Coordinate with and maintain contact, as applicable, between the gaining and losing State IST/ISR, the Reserve Component Career Counselor (RCCC), and the National IST/IST help desk to ensure successful completion of all transfers and in-service enlistments.
- Prepare and conduct briefings to units and installations to streamline and improve the IST/ISR process.
- Prepare and process AARs, information papers, production reports and other correspondence as required and make recommendations to the RRC to improve IST/ISR processes.
- Submit IST worksheets and documents through RMS for both incoming and outgoing ISTs.



- Monitor and update the REQUEST System for the ARNG on a daily basis paying specific attention to the management of unit vacancy functionality, to include maintaining unit information and unit POC. Ensure current and accurate vacant positions are posted within REQUEST System using the AUVS.
- Able to multitask at a high level.
- Attend and participate in meetings as required.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Other Requirements:

- 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.
- Must hold the MOS of 79T.
- 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**

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 as appropriate)

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 Validated Enlisted Record Brief (ERB).
6. _____ 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 submissions of the packet.
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 but highly recommended for applicants to submit any Letters of Recommendation for the position.