

## VERMONT ARMY NATIONAL GUARD AGR VACANCY

<b>Announcement Number:</b>	MVA-AR-25-53 *NATIONWIDE*
<b>Position Title:</b>	Senior Recruiting and Retention NCO
<b>Date of Announcement:</b>	04 September 2025
<b>Closing Date:</b>	04 October 2025
<b>Duty Location &amp; Unit:</b>	Recruiting and Retention Battalion (W91UAA) With duty in Northfield, VT 05663 (Team Central - Norwich University)
<b>Grade, MOS &amp; Para/line, Pos:</b>	SFC/E7, 79T4O, Para/Lin 008B/05, Position# 04847976
<b>Period of Tour:</b>	Minimum of two years for voluntary reassignment. Tour is subject to VTARNG Stabilization Policy Memorandum 2024-01.
<b>Selecting Official:</b>	LTC Sarah Palhete, <a href="mailto:sarah.m.palhete.mil@army.mil">sarah.m.palhete.mil@army.mil</a> , 802-338-3449
<b>Human Resources Office Point of Contact:</b>	CW4 Melissa M. Rice, <a href="mailto:melissa.m.rice3.mil@army.mil">melissa.m.rice3.mil@army.mil</a> , 520-943-9397
<b>Area of Consideration:</b>	Must be in a current AGR Status and hold the rank E6-E7 with the following criteria: SSG/E6 with SQI “4” and Senior Recruiter Badge <b>or</b> SFC/E7 with MOS 79T
<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 Army Directive 2025-06, Army Fitness Test, individuals applying for AGR status will require a passing record ACFT (NLT 31 May 25) or passing record AFT within the 6 months prior to the closing date of the advertisement.
- 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 032/2025 (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 Senior Recruiting and Retention NCO in the Vermont Recruiting and Retention Battalion with duty in Northfield, Vermont as a Station Leader for Team Central at Norwich University.
- 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.
- Serve in a supervisory role for a regional recruiting station for 1 RRNCO.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

#### **Other Requirements:**

- Must be currently in an AGR Status.
- Applicants who hold the rank/grade of SSG/E6 must be SQI “4” qualified and possess the Senior Recruiting and Retention Badge. (Note: Selection of SSG will require MOS 79T prior to being eligible for promotion.)
- Applicants who hold the rank/grade of SFC/E7 must have 79T 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.

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 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](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: \_\_\_\_\_

### PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. \_\_\_\_\_ NGB For 34-1 dated NOV 2013 (20131111) (MUST be complete with signature. Hyperlink: <https://www.ngbpc.ng.mil/Forms/NGB-Forms/> or if currently a VTARNG AGR NCO, 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/AFT and height/weight data. **\*Height and weight must be done three months prior to submitting an application\***
7. \_\_\_\_\_ Copy of last five years of NCOERS.
8. \_\_\_\_\_ If currently VTARNG AGR NCO outside the Recruiting and Retention Battalion, 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.