VERMONT ARMY NATIONAL GUARD ARMY AGR VACANCY

****NATIONWIDE****

Announcement Number:	MVA-AR-15-55
Position Title:	Senior Legal Administrator Warrant/NCO
Date of Announcement:	10 November 2015
Closing Date:	10 December 2015
Duty Location & Unit:	Joint Force HQ, Office of the State Judge Advocate 789 National Guard Road, Colchester, VT 05446
Grade, MOS & Para/lin:	W01 thru CW3 270A or SFC/E-7 27D40
Period of Tour:	Initial Tour is 3 years. Subsequent tours are subject to recommendation by the Senior Leadership pursuant to NGR 600-5.
Selecting Official:	COL Ellen Abbott, (802) 338-3160, **ellen.j.abbott.mil@mail.mil**
Human Resources Office Point of Contact and Address:	MSG Patrick J. Creamer; 802-338-3346, patrick.j.creamer.mil@mail.mil 789 Vermont National Guard Road Green Mountain Armory; Room 219E Colchester, Vermont 05446-3099
Area of Consideration:	**All Members Of The Vermont Army National Guard And All Those Eligible To Become Members.**
	Applicants must currently hold the rank W01 thru CW3, Or those currently in the Enlisted rank of SFC/E-7.
PCS Authorized:	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. This includes a passing APFT and Height/Weight within 12 months of ad closing date (Current AGR and FTNGD-OS must be within 8 months). Selecting Official will ensure applicants are screened for height/weight prior to the interview board and those not passing will not be considered.
- Applicants must meet the medical fitness standards of AR 40-501, Chapter 2-5, 7-8, or 10 as applicable.
- Applicants must meet the body composition standards of AR 600-9.
- Applicants must satisfy requirements outlined in NGR 600-5, NGR 600-200, and NGR 601-1
- Applicants for officer positions must be able to complete a 3 year initial tour of active duty before reaching the date of mandatory removal from active status based on age or service, without any extensions, under any provisions of law or regulation as prescribed by current directives.
- Personnel 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 current PHA and must not be MRC3 or MRC4.
- Applicants must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.

Duties and Responsibilities:

- Incumbent maintains case files, client files, and legal files insuring that they are kept up-to-date, provides daily support for all legal operations; updates, maintains, and manages all legal data bases, operates and utilizes software and digital recording equipment for sustained periods of time, conducts legal research in order to prepare written analysis including a precedent analysis on a wide variety of legal issues to include federal, state and military law. Analyzes and evaluates case files to develop courses of action and ensures no deficiencies are contained. Forwards cases to include comments, recommendations, regulatory/statutory citations, precedents, and other pertinent information to JAG staff members.
- Provides periodic legal training to both legal staff and units providing support for any legal action to insure timely administration of legal operations which include but not limited to military justice actions, administrative disciplinary actions, administrative investigations, line of duty determinations, financial liability actions.
- Responsible for the financial disclosure management programs to include developing processes and procedures for new entrants, yearly filing of the OGE 450, and mandatory ethics briefing.

- Gathers, sorts and collects evidence for full and part-time JAG staff to ensure completeness and availability prior to hearings. Ensures evidence is screened and evaluated for relevance and weight. Prepares legal memoranda, briefs, affidavits and answers to interrogatories for the appropriate JAG staff member. Interviews legal assistance clients, administrative board or courts-martial witnesses, investigation and Tort Claims Act witnesses. Prepares appropriate memoranda regarding witnesses' expected testimony and other details for the servicing JAG officer's review. Responsible for the scheduling and coordination for the convening if various administrative boards across varied timelines and locations. Coordinates the selection of board members and ensure proper prehearing briefings in compliance with applicable regulations.
- Develops and implements training of paralegal specialists/NCO's in the Vermont National Guard, Coordinates on the assignment of paralegal specialists/NCO's. Provides guidance to subordinates on complex paralegal administrative issues. Advices senior judge advocates on all matters affecting paralegal specialists/NCO's. Recommends actions to correct deficiencies and improve paralegal support operations.
- Ability to coordinate all personnel actions for OSJA full and part-time personnel to include, but not limited to, accessions and promotion paperwork, drill scheduling, telecommute policy, travel orders, school enrollments and orders, OER/NCOER/EPR paperwork, initiation and timeline tracking, award initiation, extension paperwork, and DA Form 4187 actions.
- Provides support during all DSCA operations with primary responsibility for managing and coordinating all legal assets.
- Knowledge of computers and office automation sufficient to perform research, accurately complete templates and compose form letters or original correspondence in conformance with Army and Air military correspondence standards to include but not limited to Excel, Access, DL Will, share-point. Ability to plan and organize assigned work. Management ability to oversee the day-to-day operations of the Office of the State Judge Advocate (OSJA) to include maintenance of both printed and electronic sources, computerized legal issue tracking databases, computerized and paper ethics conflict databases, workflow distribution among full and part-time staff, and oversight of office and computer supply requirements for OSJA. Only the most critical deadlines are set by the supervisor. The incumbent uses independent judgment and knowledge of case status and applicable rules to establish internal suspense's. Contacts are with fellow employees, attorneys for the defendants, and with potential witnesses or sources of information where the employee must establish rapport and be skilled in interviewing techniques.
- Attends all unit training assemblies, additional training assemblies as required 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. May be required to perform duties in the support of the Recruiting and Retention Program.
- **PERFORMS OTHER DUTIES AS ASSIGNED.**

Other Requirements:

- Current Warrant Officers must be 270A AOC qualified. For E-7/SFC NCOs you must currently be qualified as a 27D40 and may apply to become a Warrant officer if selected, however this is not a requirement.
- 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 who are flagged for any reason will not be considered for AGR tours.**

Instructions for Applying:

- Interested applicants will submit documents on the attached checklist Title 32 AGR Application Checklist. Please do not submit applications in binders or stapled together.
- Applications without all required supporting documents will not be considered. Applications received after 1600 on the closing date will not be considered. Original packets will not be returned once they are received by the AGR Office.
- US Government postage and envelopes may not be used for submitting applications.
- **Emailed applications will not be accepted.**

Miscellaneous:

- Position is vice WOC Lewis

Submit Applications (with attached checklist) to:
Human Resources Office
AGR Section, Room 219E
789 Vermont National Guard Road
Colchester, VT 05446-3099

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: _____

Current Status: M-DAY / FTNGD-OS / AGR / TECH / AC / USAR *(CIRCLE ONE)*

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS: (Initial each line)

1. _____NGB Form 34-1 dated Nov 2013 (20131111) (MUST be complete with signature. Hyperlink: http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)

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.

4._____ NGB Form 23B Retirement Points History Statement (If a member of the National Guard)

5. _____Individual Medical Readiness (IMR) Report from MEDPROS with last Physical Health Assessment (PHA) within 12 months. Report must show worldwide deployability and has no duty limitations. Also submit all copies of current temporary and permanent profiles with IMR.

6. _____ Certified Officer Record Brief (ORB).

7._____DA Form 705 (APFT). Must be within 8 months if AGR or FTNGD-OS, or within one (1) year if M-day . If applicable, submit DA Form 5500-R/5501-R.

8. _____Full length photograph in Class "A" or ASU Uniform taken within the last 12 months.

9. _____Copy of last five OERS. If no OERs are available, letters of recommendation are encouraged but not required.

10._____Current AGR Soldiers applying need to include a memorandum from full time chain of command acknowledging your application.

11. _____Memorandum of explanation for missing documentation (if applicable).