

**Nationwide Job Opportunity ANG Active Guard/Reserve AGR Vacancy**

**STATE OF WYOMING MILITARY DEPARTMENT  
Human Resource Office – AGR Branch  
5410 Bishop Boulevard  
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

Position Title:	<b>Production Recruiter and Retainer (YEAR ROUND)</b>
Announcement No:	<b>17-A301</b>
Opening Date:	<b>07 October 2016</b>
Closing Date:	<b>30 September 2017</b>
Max Grade Authorized:	<b>E-6</b>
Min Grade Authorized:	<b>E-4</b>
Duty SSI/MOS/AFSC:	<b>8R000</b>
Security Clearance:	<b>SECRET</b>
Aptitude Area Scores:	<b>Minimum score of 24 in the General area of the ASVAB.</b>
Unit/Duty Location:	<b>153<sup>rd</sup> Force Support Squadron, Cheyenne, WY</b>
Female Asg Elig:	<b>Open</b>
Nominating Official:	<b>CMSgt Melissa Fowler, Supervisory Human Resources Specialist (Military), 153 FSS</b>
Selecting Official:	<b>MSgt Nathan Burrows, Recruiting and Retention Superintendent, 153 FSS</b>
Eligibility:	<b>Open to current WY ANG members and those eligible to become WY ANG members</b>

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. **INSTRUCTIONS FOR APPLYING:** Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file

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folders, binders, etc. Applications will not be returned. Applications must be legibly completed, MUST be signed and dated, and must contain the following documents at a minimum.

Submit applications to: <b>Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</b>	WY-HRO-AGR Points of Contact: SGT Lorien Mele (307) 772-5127 SSG Katie Upton (307) 772-5227 CW3 Nathan Galloway (307) 772-5220 E-Mail: <a href="mailto:ng.wy.wyarng.list.org-jobs@mail.mil">ng.wy.wyarng.list.org-jobs@mail.mil</a>
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\_\_\_\_\_ **Cover letter**

\_\_\_\_\_ **Current Resume**

\_\_\_\_\_ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.

\_\_\_\_\_ **Last 3 EPRs/OPRs:** If less than 5, submit all available evaluations. Applicants not requiring EPR/OPR submit a letter of recommendation from your military supervisor.

\_\_\_\_\_ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.

\_\_\_\_\_ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. **Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.**

\_\_\_\_\_ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of this vacancy announcement.

\_\_\_\_\_ **SF 181**, Ethnicity and Race Identification

\_\_\_\_\_ **IMPACT Tri-Matrix Assessment Report:** Go to [www.TTISurvey.com](http://www.TTISurvey.com) and enter the following response link: 156555FYU to complete the assessment and submit results with application packet.

\_\_\_\_\_ **DD Form 369 Police Record Check:** Please complete Section I & Section II of the form and include it with your application packet. Leave Section II Block 10a-d blank as it will be completed by HRO. Form may be found using the following url: <http://www.dtic.mil/whs/directives/forms/forminfo/forminfo84.html>

\_\_\_\_\_ **Administrative Grade Reduction (if applicable):** Applicant’s military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

\_\_\_\_\_ **Other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.**

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## 6. POSITION DESCRIPTION:

Conducts non-prior service recruiting program. Responsible for interviewing, screening, testing and evaluating applicants from civilian sources to achieve recruiting goals. Develops information sources such as employment agencies, driver's license and job market lists, high school and college student lists, and separation reports, in securing names of potential prospects for active duty enlistment, commissioning and the Air Force Reserve Officer Training Corps. Makes oral and film presentations to high school and college classes to establish contact with prospects. Maintains informational records to enable follow-up contacts with prospective enlistees. Prepares enlistment and commissioning case files on personnel who are enlisting or applying for a commission in the United States Air Force. Informs interested persons of military obligations, officer and airman career structure, educational and training opportunities and other military benefits and entitlements. Implements publicity programs. Plans and coordinates sales promotional projects using media such as direct mail, press, radio and television presentations. Presents Air Force orientations to civic, social, educational and student organizations. Distributes advertising and publicity materials to places frequented by persons of military age. Mails literature to persons of military age to stimulate interest in the Air Force. Conducts community relations programs. Assists and participates in special events such as state and municipal ceremonies, exhibits, fairs, parades, centennials and sporting events. Plans for and accompanies groups on tours of military installations. Participates in community activities such as fund-raising drives, blood donor drives and patriotic holidays. Establishes and maintains contact with high school, college, business and industry officials to enhance the prestige of the Air Force in the community. Plans and performs recruiting activities. Maintains market data and allocates recruiting goals. Collects and monitors production reports of recruiting activities. Implements plans and procedures to record production flow and reporting. Ensures proper distribution and use of advertising and publicity materials. Manages and controls lead resources. Provides management assistance in support of all recruiting programs. Retrieves and maintains date of enlistment reports and provides analysis to flight chief. Assists in policy development and ensures timely implementation. Will perform all other duties as assigned.

## 7. INITIAL ELIGIBILITY REQUIREMENTS

- Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
- Must possess or be able to obtain appropriate AFSC IAW current regulations within 12 months of assignment.
- Failure to obtain and maintain a **SECRET** security clearance will result in removal from the AGR program.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.

- Experience. For entry, prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory.
- Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.
- Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)
- Must not have been previously separated for cause from active duty.
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.

## 8. SPECIAL REQUIREMENTS

- Selected Applicant must possess or be able to obtain a **SECRET** clearance within one year from date of selection. Failure to obtain and/or maintain a secret clearance will result in separation as an AGR.
- Selected Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- **No history of emotional instability, personality disorder, or other unresolved mental health problems.**
- **No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.**
- **Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.**
- **No record of disciplinary action (Letter of Reprimand {LOR} or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.**