

Nationwide Job Opportunity ARNG 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.

SPMD/UMR Position Title: **Recruiting & Retention NCO
(YEAR ROUND ADVERTISEMENT)**

Announcement No: **17-A101**
Opening Date: **01 OCT 2016**
Closing Date: **30 SEP 2017**
Max Grade Authorized: **E-6 / SSG**
Min Grade Authorized: **E-4 / SPC (with completion of WLC)**
Security Clearance: **SECRET**
Physical Profile: **Must have a physical profile of not less than 132221**
Unit/Duty Location: **Recruiting & Retention BN, Various Locations in WY**
Female Asg Elig: **Open**
Nominating Official: **LTC Bruce Delaporte, RRB Commander**
Selecting Official: **CSM Robert Butz, RRB CSM**
Eligibility: **Open to All Current WY ARNG Members or those eligible to join or transfer to the WY ARNG**

2. This is a year-round Job Vacancy Announcement. Packets received will be reviewed quarterly or as often as requested by the nominating official and/or Unit due to the needs of the organization. Applicants will be interviewed and an OML (Order of Merit List) will be completed and used as vacancies are determined. Applicants will not be notified of their standing on the OML after each board is completed to ensure the integrity of the board determination is maintained. Applicants will be contacted in order of the OML as positions become available and conditionally notified of their selection.

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. 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 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:	WY-HRO-AGR Points of Contact:
Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320	SGT Lorien Mele (307) 772-5127 SSG Katie Upton (307) 772-5227 CW3 Nathan Galloway (307) 772-5220 E-Mail: ng.wy.wyarnng.list.org-jobs@mail.mil

- _____ **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.
- _____ **Current Individual Medical Readiness (IMR) Record accessible from AKO, MEDPROS Printout, or Periodic Health Assessment (PHA)**. Must be dated within the last 12 months prior to the closing date of the position announcement to be valid.
- _____ **Last 5 NCOERs**: If less than 5, submit all available evaluations. Applicants not requiring NCOERs submit a letter of recommendation from your military supervisor.
- _____ **Certified Current Enlisted/Officer Records Brief (ERB / ORB)**.
- _____ **Statement of Service, acceptable documents include: Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B); for other services, equivalent retirement points statement, DD Form 214(s), DD Form 220(s), and any accompanying DD Form 215(s), or DD Form 1506 (Statement of Service)**.
- _____ **DA Photograph in military uniform** (taken within the last 12 months is required)
- _____ **DA Form 705, Army Physical Fitness Test Scorecard**; Passing Record APFT within 12 months (M-Day Soldiers) or 6 months (current AGRs) of the closing date of the vacancy announcement for accession into the AGR program.
- _____ **RCAS Generated Ht/Wt Report (Weight Control History)**; verification of passing Ht/Wt current within 6 months as of the closing date of the announcement.
- _____ **DA Form 5500 or 5501-R**: Body Fat Content Worksheet (if applicable) current within 6 months as of the closing date of the announcement.
- _____ **SF 181**, Ethnicity and Race Identification
- _____ **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.
- _____ **Approved Waiver**: Stabilization, Hardship, or High School Senior as applicable.
- _____ **Anthony Robbins Personal Strength Profile**: Please complete the profile found at the link below and **include pages 1-10** of your results in your application packet.
<http://www.tonyrobbins.com/disc-profile/>

5. ELIGIBILITY REQUIREMENTS

- Must meet eligibility criteria in NGR 600-5 and AR 135-18, Tables 2-1, 2-2, and 2-3.
- Must meet and maintain Fitness Test standards IAW FM 7-22.
- Must meet and maintain height/weight standards IAW AR 600-9. Applicants on the Army Body Composition Program are ineligible for entry into the AGR program.
- Must meet medical standards IAW AR 40-501, **Chapter 3**.
- Applicants must not be subject to flagging actions when entering into the AGR program.
- Must not have been previously separated for cause from active duty.
- Must not have been separated from a previous AGR tour within the past 12 months.
- Must possess or be able to obtain the military occupational specialty (MOS) or area of concentration (AOC) commensurate with the AGR duty position.
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- Selected applicant must remain in the position to which initially assigned/reassigned for a minimum of 36 months (TAG waiverable).
- Selected applicant must extend/reenlist for a period equal to or greater than initial tour end date.

6. SPECIAL REQUIREMENTS

- **Initial AGR tour is probationary and will not exceed 3 years. Per WYMD 335 MPP, all WY ARNG AGR Initial AGR Tours will be for 36 months upon being awarded the duty MOS or 36 months if already DMOSQ for the position being occupied. Except in the event of mobilization or force structure changes; reassignment within the first 18 months requires prior approval of NGB-ARM (NGR 600-5, 2-6f.) These timelines apply to lateral (or like graded and MOS/AFSC positions) reassignments only and will not be applied to promotion opportunity reassignments.**
- Sexual Assault Response Coordinator (SARC), Victim Advocate Coordinators (VACs), Collateral Duty SARCs, Sexual Harassment/Assault Response and Prevention (SHARP), and **Recruiting and Retention** assignments are **Positions of Significant Trust (POSTA)**. Therefore, only applicants with the highest moral and ethical standards may qualify for accession into these positions. POSTA standards are qualifications for specified assignments and not a standard of service. Applicants must satisfy POST requirement screenings.

Note: Applicants applying for POST positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, applicants can be hired in a temporary ADOS status until NGB Level Checks come back favorable.

1. Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
2. Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
3. Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
4. Must not be listed on the National Sex Offender Public Website
5. Must receive favorable results after completing a DD Form 369

6. Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.

7. Must have favorable results from:

- a. Department of Army Inspector General (DAIG)
- b. Criminal Investigation Division (CID)
- c. Office of Military Personnel File Review
- d. Army Substance Abuse Program

- **Selected individual must become qualified in MOS 79T within 6 months of assignment.**
- **The Adjutant General retains exclusive appointment authority of AGR personnel. No commitment will be made to any applicant prior to a review of qualifications by the Human Resources Office. All notifications of selection are conditional until verification of security clearance, medical clearance, and approval of HRO Form 100 determinations have been completed by HRO (Policy Memorandum 12-40 Employment of Relatives within the Wyoming Military Department).**

8. POSITION DESCRIPTION

RRNCO duties include the following: Area canvass and telephone prospect to find prospects, referrals and leads. Pre-qualify referrals, prospects, leads and/or current members to determine their eligibility for enlistment, reenlistment or extension and update record in Leads-Report. Schedule appointments and conduct sales interviews to obtain enlistments and re-sale interviews to retain current enlistments and gain re-enlistments, then update record in Leads-Report. Counsel applicants on test results (mental and physical), enlistment contracts, service obligations, incentives and benefits, IET requirements and disqualification update record in Leads-Report. Prepare PS and NPS enlistment packets in ARISS and conduct a MEPS pre-enlistment screening briefing as required. Prepare and conduct presentations about the ARNG on such topics as the role of the ARNG, state/federal missions, features and benefits, employment opportunities and ARNG history. Establish and maintain a partnership with assigned unit and assist the Commanders and First Sergeant in executing the unit strength maintenance plan and attrition management program. Assist unit leaders in all matters pertaining to SM by providing SM guidance, support and recommendations, conducting SM training, and assisting in the development of SM incentive award programs. Attend at least a portion of each MUTA for unit(s) supported. Distribute and display SM promotional items in the unit and in the community. Conduct interviews with Soldiers, family members, employers and other key individuals to determine the effectiveness of current policies, unit training, ARNG benefit programs and other initiatives and provide recommendations to the unit leadership for improvement. Maintain regular contact with unit members to help prevent and solve problems, discuss issues, provide information and answer questions. Provide trends and recommendations to unit leadership. Train FLLs in career planning, recommend available programs and options. Provide strength maintenance guidance and training for unit attrition personnel and on all administrative requirements necessary for Soldiers retention. Provide feedback as required after each unit drill and provide information papers and other reports as needed or required to keep the unit leadership informed of strength status and provide the company leadership the following information:

- (1) Identification of all Soldiers in the 180 day ETS window.
- (2) Each Soldier's intention regarding extension/re-enlistment.
- (3) Complete summary of why any Soldier is undecided or plans to ETS if no intention to extend/re-enlist.

Explain ARNG opportunities to soldiers and their families; research and explain available features, benefits, rights and entitlements. Use ARISS to complete and send all enlistment packets to MEPS, download leads, update leads as they progress, and make appointments. Use ARISS to demonstrate work activity to allow higher echelons to validate RRC funding. Use the systems provided to maintain prospect information, school program information and other prospect, COI, VIP and unit member information as required. Assist in transfer, separation, and discharge requests. Assist in the preparation and staffing of Family Assistance Centers (FACs) as directed. Scan all supporting documents with a MEPS projection, prior to the applicant being on the floor. Have knowledge of State NPS Recruit Sustainment Program, Warrior Transition Course for PS, and the Army Training Requirements and Resources System (ATRRS) if providing career planning and training programs available. Will also have knowledge on Recruiter Temporary Reservation System (RTRS). Will produce/scan all required hard core documents for enlistment waivers and forward to RRNCOIC for OC process. Will complete the waiver information screen in ARISS for applicants requiring and choosing the State Level approving authority for all waivers. Have direct access to the Commanders and First Sergeant with regard to attrition management issues. Obtain, prepare, distribute, and display attrition management promotional items. Assist in the development and implementation of the Unit Sponsorship Program. Assist with ETS Counseling when the Soldiers are not available during the scheduled drill. Plans, coordinates, conducts administrative and retention training for Unit Retention NCOs and FLLs as necessary. Works directly with unit administrative personnel to support/complete retention issues at the lowest level. Personally interview all Soldiers who have Expired Term of Service (ETS) within 180 days of the last IDT and update the Unit Activity section in ARISS. Ensure that all extending/re-enlisting Soldiers receive their extension award. The request award must be presented in front of the unit formation to recognize the Soldier's continued commitment to serve the Army National Guard. Ensure that all extending/re-enlisting Soldiers' families receive an appreciation award. The request award should be presented in front of the unit formation to recognize the families' continued support of their significant other's commitment to serve the Army National Guard. Perform administrative or logistical tasks necessary to prepare the Soldier for entrance into and success while part of the RSP. Performs other duties as assigned.