

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:	Recruiting and Retention Superintendent
Announcement No:	17-A358
Opening Date:	22 September 2017
Closing Date:	24 October 2017
Max Grade Authorized:	E-8
Min Grade Authorized:	E-7 (Promotion Eligible to E-8)
Duty SSI/MOS/AFSC:	8R300
Security Clearance:	SECRET
Aptitude Area Scores:	Minimum score of 24 in the General area of the ASVAB.
Unit/Duty Location:	153rd Force Support Squadron, Cheyenne, WY
Female Asg Elig:	Open
Nominating Official:	Capt. Jacque Stonum, 153 FSS
Selecting Official:	CMSgt Charles Tarter, 153 FSS
Eligibility:	Open to current WY ANG members and those eligible to become WY ANG members

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. **This is a time-limited position / controlled tour. Tour will not exceed 4-years and is not a career status generating opportunity.** Selected applicant's orders will be curtailed upon completion of 4-year orders. Applicant will be required to compete for a follow-on tour.

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 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	TSgt Greg Rotert (307) 772-5261 SGT Lorien Mele (307) 772-5127 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.

_____ **Last 3 EPRs/OPRs:** If three EPRs/OPRs are not available, the Airman must include at least one Letter of Recommendation or Performance from the military command.

_____ **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

_____ **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.**

6. INITIAL ELIGIBILITY REQUIREMENTS

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- 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 meet any Special Requirements as specified on Position Description.
- Must possess or be able to obtain appropriate AFSC IAW current regulations within 12 months of assignment.
- 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.
- Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- **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.

7. SPECIAL REQUIREMENTS

- **Minimum of two years' experience in ANG recruiting and/or retention in SDI 8R200.**
- **Must be a Senior Master Sergeant (E-8) or a Master Sergeant (E-7) promotion eligible to Senior Master Sergeant (E-8) prior to assignment as a RRS.**
- **Promotion/Selection to E-8 is dependent on Wyoming ANG State Controlled Grade Availability.**
- 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).
- 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 **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.**

8. . POSITION DESCRIPTION

As the leader of the Strength Management Team (SMT), serve as the principal administrator in the state/territory for ANG programs associated with recruiting and retention (R&R). Serve as the senior manager and point of contact for all NGB R&R issues. Serve as the subject matter expert for all state/territory R&R programs. Advise state/territory/wing/GSU leadership on overcoming R&R obstacles and shortfalls. Provide the oversight, development and implementation of plans, policies and procedures. Ensure effective operation of state/territory/wing/GSU R&R programs as outlined in applicable instructions and higher headquarters publications and directives. Communicate R&R goals to all levels of state/territory leadership.

Responsible for managerial oversight of all state/territory/wing/GSU ANG R&R Programs.

Advise state/territory/wing/GSU command staff on all R&R issues, provide regularly scheduled updates on the status of all programs and offers recommendations concerning the state/territory/wing/GSU.

Serves as the subject matter expert for state/territory/wing/GSU leadership on how to best leverage SMT manpower to meet mission requirements. Approves, submits and coordinates all SMT manpower requests with NGB/A1Y, Career Field Functional Manager (CFFM).

Be directly involved in the selection process of all state/territory/wing/GSU SMT personnel and ensure applicants meet all mandatory eligibility criteria listed in the Air Force Enlisted Classification Directory (AFECD) IAW ANGI 36-101.

As the Task Certifier for all SMT members, maintain oversight of all R&R training programs for the state/territory/wing/GSU. Primary trainer of Recruiting and Retention Managers (RRMs). Ensure all members of the SMT members are trained and performing IAW applicable directives, instructions and procedural guidance. Mentor, provide feedback and establish accountability for all members of the SMT to meet production/retention goals, standards and ethical conduct.

Provide reports on SMT improprieties as required by NGB/A1Y and notifies CFFM of all ethics concerns, violations or issues on the part of members of the SMT, especially those that may impact the public view/opinion of ANG R&R.

Position: 0070516334

FMSR-169000

AGR Position: 643822

Serve as the Primary Resource Advisor (RA) for all R&R funds distributed by NGB/A1Y to the state/territory/wing/GSU, and overall management of state/territory/wing/GSU advertising accounts, IAW applicable guidance.

Regularly visits SMO to provide oversight of the SMT.

Monitor and utilize Management Internal Control Toolset (MICT) IAW AFI 90-201 process to ensure members of the SMT are conducting business IAW applicable guidance.

Ensure all R&R events are coordinated through the appropriate channels, documented properly in the R&R Administration Center and designed to achieve the optimal R&R exposure and results.

Monitor and evaluate applicant processing through the Military Entrance Processing Station (MEPS) and participate in Inter-service Recruiting Council (IRC) meetings, as needed.

Develop and administer the state/territory/wing/GSU R&R Awards Program IAW NGB guidance.

Develop and monitor execution of R&R state-wide strategic planning document and oversee the development of wing/GSU level strategic planning documents.

Analyze all state/territory/wing/GSU RRM/PRR programs to include productivity, advertising, results and wing/GSU gain and loss trends to determine whether current efforts are effectively supporting attainment of goals specified in the state/territory/wing/GSU R&R Strategic Plans.

Responsible for identifying critical manning and career field shortages for possible inclusion in the Incentive Program.

Ensure all required reports and requests for data are timely and accurate.

Conduct a periodic review of advertising strategy and budget as outlined in the state recruiting and retention strategic plan.

Ensure Air Force Recruiting Information Support System Total Force (AFRISS-TF) and the R&R Administration Center is utilized to its fullest capability by all R&R personnel.

Coordinate on all waivers from state/territory/wing/GSU SMT and forward to the appropriate waiver authority.

Will not perform additional duties IAW ANGI 36-101.