

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: **RSP NCOIC - Recruiting and Retention**
Announcement No: **23-A118**
Opening Date: **17 Nov 2022**
Closing Date: **01 Dec 2022**
Min Grade Authorized: **E-6 (DLC 3 Complete/Senior Badge)**
Max Grade Authorized: **E-7**
MOS Criteria: **79T**
Security Clearance: **SECRET**
Physical Profile: **132221**
Unit/Duty Location: **Cheyenne, WY**
Female Asg Elig: **Open**
Nominating Official: **MAJ Lara Taylor**
Selecting Official: **CSM Edmundo Herrera**
Eligibility: Open to All Current WY ARNG Members or those eligible to join or transfer to the WY ARNG

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, POST requirement, 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. 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.

5. **INSTRUCTIONS FOR APPLYING:** Applications may be accepted by mail, hand-delivered, or emailed to the AGR Branch no later than 1630 hours on the announcement closing date. 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.

<p>Submit applications to:</p> <p>Wyoming Military Department HRO – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</p>	<p>WY AGR Branch Points of Contact:</p> <p>CPT Eric Jacobs (307) 772-5220 SFC Zachary Simpson (307) 772-5157 E-Mail: ng.wy.wyarmg.list.org-jobs@army.mil</p>
---	---

- _____ **Cover letter**
- _____ **Current Resume**
- _____ **Proof of Security Clearance:** Security Clearance Verification memorandum signed by State Security Officer, -OR- copy of SWFT System finger print verification /results.
- _____ **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 WYARNG AGR members are not required to submit NGB Form 34-1.**
- _____ **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 3 NCOERs/OERs:** If three NCOER/OERs are not available, Soldier must include at least one Letter of Recommendation from the military command.
- _____ **Certified Board Version of the Soldier Record Brief (SRB):**
- _____ **Statement of Service:** NGB Form 23, Retirement Points Accounting Management (RPAM) Statement. The DD Form 1506 (Statement of Service) and statements of service from other components are also acceptable.
- _____ **DA Form 705, Army Physical Fitness Test Scorecard:** Per ATAG ACFT Guidance for TY20-TY22 and FRAGO 2 to HQDA EXORD 164-20 APFT and ACFT During the COVID-19 Outbreak, APFT requirement is currently suspended. Applicant’s last record APFT must be a pass.
- _____ **Digital Training Management System (DTMS) Individual Height/Weight Report:** 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.
- _____ **Standard Form 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.
- _____ **Other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.**

6. ELIGIBILITY REQUIREMENTS

- a) Must meet eligibility criteria in NGR 600-5 and AR 135-18, Tables 2-1, 2-2, and 2-3.
- b) Must meet and maintain Fitness Test standards IAW FM 7-22
- c) **Must currently possess 79T**
- d) **Must currently possess Recruiting Senior Badge**
- e) Must meet and maintain height/weight standards IAW AR 600-9. Applicants on the Army
- f) Body Composition Program are ineligible for entry into the AGR program.
- g) Must meet medical readiness standards IAW AR 40-501.
- h) Applicants must not be subject to flagging actions when entering into the AGR program.
- i) Must not have been previously separated for cause from active duty.
- j) Must not have been separated from a previous AGR tour within the past 12 months.
- k) Must possess the military occupational specialty (MOS) or area of concentration (AOC) commensurate with the AGR duty position.
- l) Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- m) All selected applicants are stabilized in initial AGR positions for 18 months. Recruiting and Retention Battalion (RRB) and Civil Support Team (CST) selected applicants are stabilized for 36 months from the date of SQI-4 and CSSC completion, respectively.
- n) Selected applicant must extend/reenlist for a period equal to or greater than initial tour end date.

7. SPECIAL REQUIREMENTS

- a) Upon selection, Soldier cannot begin AGR Status or assume recruiting duties until State and Federally POSTA Cleared
- b) Selected Applicant must possess a SECRET clearance upon selection
- c) Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- d) Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).

8. POSITION DESCRIPTION

The Recruit Sustainment Program (RSP) Sergeant, ICW the Senior RSP Sergeant, is responsible for the overall daily execution of all activities of the RSP. These duties include, but are not limited to:

- a) Prioritizes ARNG-HRR-S training guidance, organizes and implements company training schedules to reflect ARNG-HRR-S goals.
- b) Responsible for overseeing all IDT period activities and support.
- c) Provides training guidance to RSP companies.
- d) Ensure training schedules are submitted through Digital Training Management System (DTMS) to higher HQ NLT 120 days out (draft) and 90 days out (final) and reflect the Yearly Training Calendar (YTC).
- e) Publishes training goals, objectives, and YTC.
- f) Ensures all guidance is distributed to the RSP staff and the Initial Active-Duty Training (IADT) Manager.
- g) Responsible for coordinating all administrative and logistical actions within the RSP.
- h) Audits RSP training records.
- i) Designated Safety NCO for the RSP.
- j) Ensures VULCAN database is updated regularly.
- k) Coordinate and conduct all RSP training/coordination meetings.
- l) Supervises subordinate FTS personnel assigned.

- m) Act as the LNO to the 1SG or RRSC to ensure that the RRNCOs maintain continuity with the Soldiers from the time of enlistment through Battle Hand-off (BHO). Also, identify and communicate any issues.
- n) Facilitates weekly conference call (At Risk, 90–120-day shippers, ten month no BCT, 18-month non-MOSQ).
- o) Ensures monthly RSP AARs from each company are completed and submitted.
- p) Initiate corrective actions based upon AAR comments.
- q) Responsible for near-term planning (0-120 days).
- r) Coordinate shippers' day / night activities (METTC).
- s) Ensure Soldier is coded as MOSQ in SIDPERS at BHO.
- t) Performs Drill Sergeant duties during IDT period if qualified.
- u) Conduct training meetings.
- v) Accountable for all assigned RSP Soldiers and cadre.
- w) Address administrative and logistical issues as necessary.
- x) Counsels, advises, and mentors Soldiers regarding all aspects of training and success as member of the ARNG.
- y) Conducts quality checks and audits RSP VULCAN database.
- z) Monitor seat utilization and promote off-peak and quick ship opportunities.
- aa) Prepare and mail monthly drill letters and welcome letters.
- bb) Provides updates and feedback to ARNG-HRR-S as necessary.
- cc) Process discharge packets as required.
- dd) Coordinate with MEPS for all direct shippers.
- ee) Load all OPAT results