

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: **State Retention NCO - Recruiting and Retention**
Announcement No: **23-A104**
Opening Date: **10 NOV 2022**
Closing Date: **10 DEC 2022**
Min Grade Authorized: **E-5**
Max Grade Authorized: **E-6**
MOS Criteria: **00F**
Security Clearance: **SECRET**
Physical Profile: **132221**
Unit/Duty Location: **Recruiting and Retention BN, Cheyenne, WY**
Female Asg Elig: **Open**
Nominating Official: **MAJ Lara D Taylor**
Selecting Official: **CSM Edmundo U 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 style="text-align: center;">Submit applications to:</p> <p>Wyoming Military Department HRO – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</p>	<p style="text-align: center;">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>
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- _____ **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 be SQI4 qualified**
- d) Must meet and maintain height/weight standards IAW AR 600-9. Applicants on the Army
- e) Body Composition Program are ineligible for entry into the AGR program.
- f) Must meet medical readiness standards IAW AR 40-501.
- g) Applicants must not be subject to flagging actions when entering into the AGR program.
- h) Must not have been previously separated for cause from active duty.
- i) Must not have been separated from a previous AGR tour within the past 12 months.
- j) Must possess the military occupational specialty (MOS) or area of concentration (AOC) commensurate with the AGR duty position.
- k) Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- l) 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.
- m) 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

Retention NCO's will assist Commanders, Command Sergeants Major, First Sergeants, FTS, FLLs and RRNCO's in implementing the unit Strength Maintenance Plan. RNCO's will attend the ARNG Career Counselor Course (805B-Unit-Ret) by the Strength Maintenance Training Center (SMTC). Retention NCO's will:

- (1) Perform assigned strength maintenance duties as directed by RRB Commander.
- (2) Have direct access to Unit Commanders, Command Sergeants Major, and First Sergeants in regard to SM related issues and provide recommendations to improve the unit's SM Plan execution and activities.
- (3) Receive technical assistance, guidance and training from the RRB on SM related issues.
- (4) Identify and help solve/prevent attrition and retention related problems.
- (5) Ensure that leaders conduct retention interviews in a timely manner.
- (6) Assist First Sergeants with implementing and monitoring the sponsorship program and ensure the program adheres to SOP.
- (7) Monitor and improve unit attendance by assisting FLLs with contacting absent Soldiers.
- (8) Assist in conducting Strength Maintenance related training as required or necessary.
- (9) Coordinate with FTS personnel to ensure that extension documents are completed accurately and in a timely manner.
- (10) Interview Soldiers regularly to identify and help prevent potential problems. Ensure they are receiving the incentives and benefits they are eligible for and determine their desire and eligibility for extension.
- (11) Coordinate with unit leadership to schedule, plan and conduct extension ceremonies.

- (12) Contact Soldiers who are in an inactive drilling status (i.e. Soldiers in the ING or on a non-validated pay list) and make every attempt to bring the Soldier back to an active drilling status.
- (13) Conduct annual StayGuard Citizen-Soldier surveys to identify potential conflicts, as well as morale, pay, and other problems.
- (14) Execute the unit Strength Maintenance Plan.
- (15) Establish a process to follow up on Soldiers in AWOL status.
- (16) Conduct strength maintenance related training, briefing, and activities as required.
- (17) Post publications, announcements, and all other strength maintenance related material to the unit retention bulletin board.
- (18) Be or become proficient in all Human Resource Systems which garner data to aid in retention efforts. These systems include, but not limited to: SIB-X, GIMS, RMS, DPRO and DTMS