

**AMENDED Nation Wide 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**
Announcement No: **19-133**
Opening Date: **10 Jan 2019**
Closing Date: **19 Feb 2019**
Max Grade Authorized: **E-5**
Min Grade Authorized: **E-4 (with completion of BLC)**
MOS Criteria: **00F**
Security Clearance: **SECRET**
Physical Profile: **111111**
Unit/Duty Location: **Recruiting and Retention BN, Cheyenne, Wyoming**
Female Asg Elig: **Open**
Nominating Official: **MAJ A. Michael Pezeshki, CDR**
Selecting Official: **CSM John A. Valasek, RRB CSM**
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, POSTA 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 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: Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320	WY-HRO-AGR Points of Contact: SGT Lorien Mele (307) 772-5127 CW3 Nathan Galloway (307) 772-5220 E-Mail: ng.wy.wyarng.list.org-jobs@mail.mil
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_____ **Cover letter**

_____ **Current Resume**

_____ **Two page typed Action Plan**, The Action Plan will include why unit retention is critical, the applicants knowledge of Attrition Management, categories of Attrition Management losses and control measures he/she would implement to control losses. The Action Plan will conclude with the applicants goals while in the position, how he/she will achieve their goals and what skills he/she possesses that will make them successful in the position.

_____ **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 3 NCOERs/OERs**: If three NCOER/OERs are not available, Soldier must include at least one Letter of Recommendation from the military command.

_____ **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 of the closing date of the vacancy announcement for initial AGR accession.

_____ **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.

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

6. ELIGIBILITY REQUIREMENTS

- **SPC applicants must be a Basic Leader Course (BLC) graduate, have a minimum of four years' time in service, and meet requirements outlined in AR 600-8-19 for promotion to SGT. Line score waivers are not authorized for Soldiers in the rank of SPC.**
- **Must possess a GT score of 100 in order to be qualified in Recruiting and Retention.**
- 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.

7. SPECIAL REQUIREMENTS

- Selected Applicant must complete a Chapter 3 Physical within 30 days of start of orders, regardless of current status or latest flight physical (Up-Slip Status), or latest PHA completion. **No assumptions of fitness will be made prior to start of orders.**
- 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).
- **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 36 months requires prior approval of NGB-ARM (WYMD 335 MPP) These**

timelines apply to lateral (or like graded and MOS/AFSC positions) reassignments only and will not be applied to promotion opportunity reassignments.

- **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.
 - o Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
 - o Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
 - o Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
 - o Must not be listed on the National Sex Offender Public Website
 - o Must receive favorable results after completing a DD Form 36
 - o Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
 - o Must have favorable results from:
 - Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program

8. POSITION DESCRIPTION

Retention NCO's will assist Commanders, 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 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.