

**Nationwide Job Opportunity ARNG One-Time Occasional Tour (OTOT)**

**STATE OF WYOMING MILITARY DEPARTMENT  
Human Resource Office – AGR Branch  
5410 Bishop Boulevard  
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following OTOT position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Recruiting and Retention NCO (Year Round)**  
Announcement No: **20-A102**  
Opening Date: **17 March 2020**  
Closing Date: **30 September 2020**  
Max Grade Authorized: **E-6**  
Min Grade Authorized: **E-4**  
MOS Criteria: **00F**  
Security Clearance: **SECRET**  
Physical Profile: **132221**  
Unit/Duty Location: **Recruiting and Retention BN, Cheyenne, WY 82009**  
Female Asg Elig: **Open**  
Nominating Official: **LTC Michael Pezeshki**  
Selecting Official: **CSM John Valasek**  
**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 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.

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Submit applications to:	WY AGR Branch Points of Contact:
<b>Wyoming Military Department</b> <b>DCSPER – AGR Branch</b> <b>5410 Bishop Boulevard</b> <b>Cheyenne, WY 82009-3320</b>	SGT Brandon Ormeroid (307) 772-5583 CW4 Nathan Galloway (307) 772-5220 E-Mail: <a href="mailto:ng.wy.wyarng.list.org-jobs@mail.mil">ng.wy.wyarng.list.org-jobs@mail.mil</a>

\_\_\_\_\_ **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 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:** 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 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.

\_\_\_\_\_ **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.**

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## 6. 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 readiness standards IAW AR 40-501. Selected applicant must present a completed and approve Chapter 3 physical at the time of in-processing, 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.**
- Applicants must not be subject to flagging actions when entering in 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, when authorized be able to obtain within 12 months, 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.
- 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.
- Selected applicant must extend/reenlist for a period equal to or greater than initial tour end date.

## 7. SPECIAL REQUIREMENTS

**-This is a One Time Occasional Tour (OTOT), not to exceed 18 months, and will not automatically result in an AGR Tour status. This is not a promotion opportunity for controlled grade.**

**- Must attend SQI 4 within 6 Months of assignment.**

**-SPC Applicants need to be enrolled in or complete BLC within 6 months and must have at least 3 years' time in service.**

**- Selection status is contingent on a positive Position Of Significant Trust and Authority (POSTA) screening within 45 days of hire.**

- 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).

## 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

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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 (ATTRS) 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.

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