



State of Wyoming Military Department Office of the Adjutant General

5800 Central Avenue
Cheyenne, Wyoming 82009-3320

Wyoming Military Department (WYMD) 335 PERSONNEL – GENERAL MERIT PLACEMENT & PROMOTION PLAN 15 February 2018

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This RAR Issue identifies changes specific to Merit Placement and Promotion Plan (MPP), Chapter 10, Administration of AGR Practices, Paragraph 10-2, concerning Wyoming Army AGRs. These changes are effective immediately and will be incorporated into the next annual publication of the MPP.

General: Contained herein are the regulatory requirements of the Wyoming Military Department's Merit Placement and Promotion Plan. It is consistent with Office of Personnel Management (OPM) Regulations, Department of Defense (DoD) Directives, National Guard Bureau (NGB) TPR 335 and AGR regulations and covers the administration procedures for both Active Guard & Reserve (AGR) and Technicians.

Suggested improvements: The proponent of this pamphlet is the Human Resources Office (HRO). You are invited to send comments and suggested improvements to JFHQ-HRO, ATTN: Staffing, 5410 Bishop Boulevard, Cheyenne, WY 82009-3320 or e-mail NG.WY.WYARNG.LIST.ORG-JOBS@MAIL.MIL.

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ADMINISTRATION OF AGR PRACTICES

CHAPTER 10

PROCESSING AGR APPLICATIONS

10-1. **GENERAL.** Administration of this plan for AGR employees mirrors procedures for technician employees with the exceptions as listed in this chapter.

10-2. **APPLICANT RESPONSIBILITIES.** At a minimum, the following documents must be submitted for consideration when applying for AGR positions. AGR applications submitted by mail or hand-delivered to the HRO must be received no later than 1630 hours on the closing date specified on the vacancy announcement. Complete and timely application submission is the applicant's responsibility. Applications received after the closing time will not be considered for the position. Emailed and facsimile applications will be accepted to accommodate deployed or OCONUS assigned members only.

a. ANG (for all announcements):

- (1) Cover Letter.
- (2) Current Resume.
- (3) NGB Form 34-1, Application for Active Guard/Reserve Position (must be signed and dated).
- (4) Documented Current and Passing Fitness Test Results dated within 12 months as of the closing date of the announcement. FIT/PT will be considered current thru the end of the calendar month if the test was conducted during the previous 12 months; unless stated otherwise in the vacancy announcement.
- (5) Current virtual Military Personnel Flight Record of Individual Personnel data (vMPF Rip).
- (6) Current Point Credit Accounting Report System (PCARS) or statement of service.
- (7) Last three EPR/OPRs. If three EPR/OPRs are not available, a letter of recommendation or performance from the military command is required.
- (8) SF 181, Ethnicity and Race Identification.
- (9) Medical requirements as addressed in reference BD and BF.
- (10) Any other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.

**** NOTE:** All applicants for Air Guard E8 positions and above must have completed Senior Noncommissioned Officer Academy IAW reference BB and BF.

b. ARNG AGR Enlisted Position Announcements and Fill Process: Army Enlisted AGR positions will be filled using the following steps:

(1) **AGR Enlisted Lateral Reassignment offers.** The lateral reassignment process satisfies career management position requirements in accordance with reference AU, of offering vacant positions to current WY ARNG AGRs before advertising for new hire. All enlisted vacancies will be advertised first for lateral reassignment. Laterals will be sent to current AGRs serving in the grade to which they have competed for. As an example, if an E-4 has competed and selected for an E-6 AGR position, they will receive the lateral reassignment offer for any E-6 position that is open for lateral fill. Positions being advertised at the E-5 rank, or below, are not required to be offered as laterals prior to using the EPS fill process.

(2) **AGR Enlisted Promotion System (EPS) selections.** ARNG Enlisted Promotion System (EPS) fill will be done in accordance with reference BO and AX. The AGR Manager will manage EPS fills in conjunction with DCSPER Enlisted Personnel Management Branch.

(3) **AGR Enlisted Job Opportunity (JO) advertisements.** Job opportunity advertisements will allow opportunity for both current AGRs and non-AGR Soldiers interested applying. All enlisted Soldiers selected for entry in the WY ARNG AGR program will be placed on an initial three-year tour. This includes enlisted Soldiers who are AGRs and transferring from other states. The following documents compose a job application packet and are required for all submissions.

(a) Cover Letter.

(b) Current Resume.

(c) NGB Form 34-1, Application for Active Guard/Reserve Position (must be signed and dated).

NOTE: Current WY ARNG AGRs do not need to include the NGB Form 34-1.

(d) 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 valid.

(e) Last three NCOERs. If less than 3 submit all available evaluations. Submit a letter of recommendation or performance from the applicant's military supervisor for Soldiers not requiring an NCOER/OER.

(f) Current certified copy of Enlisted Records Brief (ERB).

(g) 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).

(h) DA Photograph in ASU taken within the last 12 months is required.

(i) DA Form 705, Army Physical Fitness Test Scorecard. Record APFT must be a current passing record within 12 months of the closing date of the vacancy announcement for applicants seeking initial AGR accession. Current AGRs competing against a Job Opportunity vacancy announcement must have a passing record APFT within 6 months of the closing date of the announcement.

(j) RCAS Generated HT/WT Report (Weight Control History); Verification of passing height/weight current within 6 months.

(k) DA Form 5500/5501, Body Fat Content Worksheet, if applicable, current within 6 months.

(l) SF 181, Ethnicity and Race Identification.

(m) Any other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.

c. **ARNG AGR Officer Position Announcements and Fill Process:** Army Officer AGR positions will be filled using the following steps:

(1) **AGR Officer In-Service Advertisements.** All officer and warrant officer positions graded CW3/MAJ/O4 and higher are considered career managed positions and must be offered to current WY ARNG AGRs prior to being advertised as job opportunity for non-AGR officers. NOTE: The Adjutant General-Wyoming (TAG-WY) retains the right to designate positions as excepted career managed positions which may be filled using

alternative selection processes. The AGR Manager will maintain a list of those positions identified as excepted positions. The following documents compose a job application packet and are required for all submissions.

- (a) Cover Letter.
- (b) Current Resume.
- (c) 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 valid.
- (d) Last three OERs. If less than 3 submit all available evaluations. Submit a letter of recommendation or performance from the applicant's military supervisor for Soldiers not requiring an OER.
- (e) Current certified copy of Officer Records Brief (ORB).
- (f) 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).
- (g) DA Photograph in ASU taken within the last 12 months is required.
- (h) DA Form 705, Army Physical Fitness Test Scorecard. Record APFT must be a current passing record within 6 months for current AGR applicants.
- (i) RCAS Generated HT/WT Report (Weight Control History); Verification of passing height/weight current within 6 months.
- (j) DA Form 5500/5501, Body Fat Content Worksheet, if applicable, current within 6 months.
- (k) SF 181, Ethnicity and Race Identification.
- (l) Any other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.

d. ARNG AGR Officer Job Opportunity (JO) Advertisements: Job opportunity advertisements will allow opportunity for both current AGRs and non-AGR Soldiers interested applying. All officers selected for entry in the WY ARNG AGR program will be placed on an initial three-year tour. This includes Officers who are AGRs and transferring from other states. The following documents compose a job application packet and are required for all submissions.

- (a) Cover Letter.
- (b) Current Resume.
- (c) NGB Form 34-1, Application for Active Guard/Reserve Position (must be signed and dated).
NOTE: Current WY ARNG AGRs do not need to include the NGB Form 34-1.
- (d) 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 valid.
- (e) Last three NCOERs. If less than 3 submit all available evaluations. Submit a letter of recommendation or performance from the applicant's military supervisor for Soldiers not requiring an NCOER/OER.

(f) Current certified copy of Enlisted Records Brief (ERB).

(g) 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).

(h) DA Photograph in ASU taken within the last 12 months is required.

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(j) RCAS Generated HT/WT Report (Weight Control History); Verification of passing height/weight current within 6 months.

(k) DA Form 5500/5501, Body Fat Content Worksheet, if applicable, current within 6 months.

(l) SF 181, Ethnicity and Race Identification.

(m) Any other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.

e. Entry-level Restricted Advertisements: All entry-level positions may be restricted to M-Day applicants only. Entry-level positions are defined as all non-career managed (E-5, WO1, CW2, O-1, O-2, and O-3) and TAG-WY excepted positions. The need for entry-level restricted advertisements will be determined by the Chief of Staff, HRO, ACSM, and AGR Manager based on organizational staffing needs after considering current AGR assignment/reassignment rotation options and AGR manning authorizations.

10-3. BOARD PROCEDURES SPECIFIC TO AGR HIRING ACTIONS

a. AGR selection boards must ensure all board members are senior in rank or date of rank to all candidates and the board president is the most senior in rank.

b. AGR selection boards:

(1) Will include not less than three members who are senior in grade or date of rank or position to all applicants being considered.

(2) Will include a member of the organization with the vacancy.

c. The Board President will be the senior board member when a Nominating or Selecting Official is not a member.

d. The Nomination Letter must be routed through the AGR Management Branch prior to submission to the HRO for signature.

10-4. QUALIFICATION CRITERIA

a. Basic eligibility. The Human Resource Specialist will review submitted applications to determine basic eligibility using appropriate regulations and instructions. Applicants must meet basic qualifications established for the position advertised. Applicants meeting the basic qualifications and without any application discrepancies will be considered eligible and their application packet forwarded to the Selecting Official.

b. Allows for "automatic" basic qualification for positions based on awarded MOS/AFSC. Applicants must provide proof of military specialties awarded, with the application (ERB/ORB for ARNG and VMPF RIP for ANG).

The duration of experience required by the vacancy announcement must be met in order to be qualified. Automatic qualifying MOS/AFSC information may not apply to all vacancy announcements.

c. Qualifying military specialties are based on awarded Primary MOS/AFSC(s) depending on the position needs and requirements. The vacancy announcement will specify what MOS or AFSC is required and will indicate which level MOS or AFSC is required. Secondary and tertiary MOS and AFSC may also be used.

Additional AFSC requirements listed in the Air Force Enlisted/Officer Classification Directories (AFECD/AFOCD) will be utilized and will specify which AFSCs are required and if retraining to a targeted AFSC is an option.

d. Specific to Army AGRs. On occasion Army AGRs may be hired into positions they are not MOS qualified for; this situation is expected to be the exception and not the normal hiring practice. These situations will be coordinated with the DCSOPS/G3 for training seats, funds availability, and proponent waiver requirements prior to selection approval. When this does occur, follow timelines outlined in reference AU to become DMOS qualified within the allotted time frames. Failure to meet this qualification requirement will result in reassignment to a DMOSQ position or separation from the AGR program.

10-5. SECURITY REQUIREMENTS. An AGR member is subject to personnel security requirements IAW reference BL and BF. The selecting supervisor must determine whether the candidate has the required security clearance for an assignment. It is the supervisor's responsibility to ensure that a clearance is obtained if required. If a clearance is not obtained within 12 months and maintained, member will be removed from the AGR program.

10-6. PHYSICAL REQUIREMENTS. All ARNG AGR incumbents must complete a Chapter 3 Physical prior to being placed on AGR Tour orders. Individuals must meet Chapter 3 Physical approval requirements for entry into the AGR program as outlined in reference BK. Chapter 3 medical exam must be completed within 30 days prior to entry on AGR tour.

a. When accessing into the Wyoming AGR Program, there is no substitute for completing the Chapter 3 Physical approval requirements.

b. Medical requirements must be completed prior to in-processing regardless of current PHA, Up-slip, or Flight Physical status. While flight physicals are a more extensive exam, they do not satisfy AGR accession requirements.

10-7. AFSC WAIVERS. An AFSC waiver is required for Airmen on Occasional AGR orders for the purpose of MOB backfill if they do not possess the correct AFSC to the 2nd digit.

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