



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 includes changes published in the RAR dated 22 March 2018 and outlines updates to Chapters 10 and 11 of the Merit Placement and Promotion Plan (MPP). These changes are effective on the date published and will be incorporated in the next version of the WYMD 335 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****AGR APPLICATION AND BOARD REQUIREMENTS & PROCESSES**

10-1. **GENERAL.** Administration of this plan for AGR employees' generally mirror procedures for technician employees. Specifics to AGR applicants are outlined 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 a mail carrier service, email, or hand-delivered to the HRO must be received no later than 1630 hours on the closing date specified on the vacancy announcement. Timely submission of a complete application packet is the applicant's responsibility. Emailed applications must be submitted using <https://safe.apps.mil>. Applications received after the closing date will not be considered for the position.

10-3. **EMAILING APPLICATIONS.** Applications may be submitted by Email. The restriction of only accepting emailed packets from OCONUS or deployed applicants is rescinded with this Rapid Action Revision (RAR). All Applications submitted via email must be submitted using the DISA approved SAFE website at <https://safe.apps.mil> and emailed to ng.wy.wyarnng.list.org-jobs@mail.mil. Application packets should be scanned and submitted as a single .pdf document in order of the document checklist, top to bottom. Applicant should clearly identify their emailed submissions by announcement number in the subject line. The SAFE file exchange will support transfer of files up to 8GB.

10-4. **ANG (for all announcements):**

- a. Cover Letter.
- b. Current Resume.
- c. NGB Form 34-1, Application for Active Guard/Reserve Position (must be signed and dated).
- d. 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.
- e. Current virtual Military Personnel Flight Record of Individual Personnel data (vMPF Rip).
- f. Current Point Credit Accounting Report System (PCARS) or statement of service.
- g. Last three EPR/OPRs. If 3 EPR/OPRs are not available, a letter of recommendation or performance from the military command is required.
- h. SF 181, Ethnicity and Race Identification.
- i. Medical requirements as addressed in reference BD and BF.
- j. 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.

10-5. **ARNG AGR ENLISTED POSITIONS ANNOUNCEMENTS AND FILL PROCESS.** Army Enlisted AGR positions will be filled using the following steps:

- a. **AGR Enlisted Lateral Reassignment offers.** The AGR Manager will advertise Enlisted career managed position vacancies (E-6 thru E-9), other than TAG-WY exempted positions, as lateral reassignment opportunities

first. Laterals will be sent to all current AGRs serving in the grade to which they have competed for. This lateral reassignment process satisfies career management position requirements. 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.

b. ARNG 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 the DCS G-1 Enlisted Personnel Management (EPM) Branch.

c. ARNG 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. All enlisted Controlled Graded positions are Controlled Grade dependent. Selectees should not assume an immediate promotion opportunity. 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.

d. The following lists the minimum documents required for all application packet submissions.

(1) Cover letter

(2) Current Resume

(3) 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.

(4) Proof of Security Clearance: Security Clearance Verification memorandum signed by State Security Officer, -OR- copy of SWFT System finger print verification /results.

(5) 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.

(6) Last 3 NCOERs: If three NCOERs are not available, Soldier must include at least one Letter of Recommendation from the military command.

(7) Certified Enlisted/Officer Records Brief (ERB).

(8) 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.

(9) DA Photograph in military uniform (taken within the last 12 months is required).

(10) 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.

(11) 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.

(12) DA Form 5500 or 5501-R: Body Fat Content Worksheet (if applicable) current within 6 months as of the closing date of the announcement.

(13) Standard Form 181: Ethnicity and Race Identification

(14) 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.

(15) Approved Waiver: Stabilization, Hardship, or High School Senior as applicable.

(16) Other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.

e. One Time Occasional Tour (OTOT). Enlisted Soldiers on OTOT Orders as of closing date of the announcement are eligible to compete for full time AGR positions.

10-6. **ARNG AGR OFFICER POSITION ANNOUNCEMENTS AND FILL PROCESS.** Army Officer AGR positions will be filled using the following steps:

a. **AGR Officer In-Service Advertisements.** All officer and warrant officer career managed positions (CW3 or O4 and higher) must be offered to current WY ARNG AGRs prior to being advertised as job opportunity for non-AGR officers. All officer Controlled Graded positions are Controlled Grade dependent. Selectees should not assume an immediate promotion opportunity. 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.

(1) The following lists the minimum documents required for all application packet submissions

(a) Cover letter

(b) Current Resume

(c) Proof of Security Clearance: Security Clearance Verification memorandum signed by State Security Officer, -OR- copy of SWFT System finger print verification /results.

(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 be valid.

(e) Last 3 OERs: If three OERs are not available, submit all available OERs and at least one Letter of Recommendation from the military chain of command.

(f) Certified Officer Records Brief (ORB).

(g) 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.

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

(i) DA Form 705, Army Physical Fitness Test Scorecard: Passing Record APFT within 6 months of the closing date of the vacancy announcement for accession into the AGR program.

(j) 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.

(k) DA Form 5500 or 5501-R: Body Fat Content Worksheet (if applicable) current within 6 months as of the closing date of the announcement.

(l) Standard Form 181: Ethnicity and Race Identification

(m) Approved Waiver: Stabilization, Hardship, or High School Senior as applicable.

(n) Other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.

(2) One Time Occasional Tour (OTOT). Officers on OTOT Orders as of closing date of the announcement are eligible to compete for full time AGR positions.

b. **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. All officer Controlled Graded positions are Controlled Grade dependent. Selectees should not assume an immediate promotion opportunity. 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.

(1) The following lists the minimum documents required for all application packet 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) Proof of Security Clearance: Security Clearance Verification memorandum signed by State Security Officer, -OR- copy of SWFT System finger print verification /results.

(e) 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.

(f) Last 3 OERs: If three OERs are not available, Soldier must include at least one Letter of Recommendation from the military command.

(g) Certified Officer Records Brief (ORB).

(h) 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.

(i) DA Photograph in military uniform (taken within the last 12 months is required)

(j) 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.

(k) 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.

(l) DA Form 5500 or 5501-R: Body Fat Content Worksheet (if applicable) current within 6 months as of the closing date of the announcement.

(m) Standard Form 181: Ethnicity and Race Identification

(n) Approved Waiver: Stabilization, Hardship, or High School Senior as applicable.

(o) Other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.

(2) One Time Occasional Tour (OTOT). Officers on OTOT Orders as of closing date of the announcement are eligible to compete for full time AGR positions.

c. **ARNG AGR 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.

10-7. 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.

e. AGR selection boards must have at least one minority member if they will be interviewing a candidate who has self-identified on the SF 181 (AGR) as being a member of a minority group. The U.S. Equal Employment Opportunity Commission identifies that race and ethnicity in the workforce falls in five racial categories: American Indian or Alaska Native; Asian; Black or African American; Native Hawaiian or Other Pacific Islander; and White and one ethnicity category, Hispanic or Latino.

(1) Selecting officials who are unable to find a minority or female representative for a board action should contact HRO for assistance.

(2) If a female candidate is being interviewed, there must be a female on the board.

f. While the SF 181 is a mandatory form to be included in AGR applications applicants provide this information voluntarily and it has no impact on employment status. However, applicants who fail to declare their race or ethnicity may not have minority representation on the hiring board.

10-8. 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/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; these situations are an exception and not the normal hiring practice. Coordination with the DCSOPS/G3 for training seats, funds availability, and proponent waiver requirements will be completed prior to selection approval. When this does occur, follow timelines outlined in reference AU to become DMOS qualified within the allotted periods. Failure to meet this qualification requirement will result in reassignment to a DMOSQ position or separation from the AGR program.

10-9. **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.

10-10. **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.

10-11. **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.

10-12. HIRING AND SELECTION ACTIONS SPECIFIC TO THE 84TH CIVIL SUPPORT TEAM (CST) FOR ARMY AND AIR AGRs (Reference AS).

a. In accordance with reference AS, the State AG/CG has the flexibility to select and hire the best-qualified individuals for WMD-CST positions either in State or nationwide (ARNG or ANG) including candidates not currently in the AGR workforce based on the WMD-CST requirements. States are not required to use standing promotion lists to fill these duty positions due to the substantial specialty training requirements, physical screening requirements, and duty status.

b. Active Guard Reserve (AGR) positions will be advertised as In-service Announcements.

c. Selection of SSG/E6 and above positions, as listed on the current UMR, will be advertised in accordance with Career Management Positions requirements.

d. Selection of SGT/E5 positions are not Career Management Positions, and therefore can be initially advertised as Job Opportunity.

e. Determination of In-service or Job Opportunity is at the discretion of the 84th CST Commander, the Nominating Official, the Chief of Staff, and the Human Resources Officer.

10-13. **GRADE REDUCTIONS.** Officer applicants cannot request nor take a voluntary grade reduction for the intent of becoming eligible for position consideration.

ADMINISTRATION OF AGR PRACTICES

CHAPTER 11

AGR ASSIGNMENT, STABILIZATION, & POSITION MANAGEMENT

11-1. **GENERAL.** In order to improve the continuity within the Wyoming Air and Army National Guard force, the following AGR duty assignment timelines will be implemented for those AGRs with a position selection date on or after 1 November 2014. The purpose is to ensure AGR personnel become proficient in their duties before reassignment to a subsequent duty assignment. Timelines for both services are listed below.

11-2. **AIR NATIONAL GUARD AGR.** All initial Air Guard AGR tours will be for a period of four years. This 4-year period is probationary. Service to the end of the initial tour does not guarantee career status or a 20 year retirement. Airmen will be considered at the AGR Continuation Board conducted for the calendar year in which their initial tour orders end for entrance into career status IAW reference BF.

a. AGR Airmen should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard (Reference BF).

b. In the event the incumbent's ETS is less than the initial tour of four years, the AGR Branch will coordinate with FSS to extend the ETS.

11-3. **ARMY NATIONAL GUARD AGR.** All initial Army Guard AGR tours will be for a period of three years. This 3-year period is probationary. The full time chain of command will evaluate the performance and potential for continued AGR service during the third year of the initial tour. Recommendations for non-continuation will be reviewed IAW reference AU. Continuation beyond the initial period or service in AGR status for a period of more than six-years constitutes retention (career status) and requires subsequent management under a career program as defined by reference AO.

a. All WYARNG new AGR hires (hiring actions that result in a first tour within the WYARNG or a subsequent tour following a break in orders of six-months or more) are considered an initial tour and will be for the period of three years regardless of previous status or assignment.

b. ARNG AGRs will not be reassigned during the first 18 months of their initial tour, except in the event of mobilization, force structure changes, or command directed reassignments. Exceptions to the 18 month rule require TAG Waiver (Reference BQ).

c. Enlisted AGR Soldiers in their initial 18 months will not be eligible for promotion selection due to being unavailable for positions other than the position they were selected for (Reference AU).

d. Initial tours as a member of the 84th Civil Support Team (CST) are for 36 months after completion of Civil Support Skills Course (CSSC).

e. Initial tours as a Production Recruiter with the Recruiting and Retention Battalion (RRB) are for 36 months after completion of the SQI4 course.

f. AGRs outside the 84 CST and WY RRB may participate in lateral opportunities published by the AGR branch without an assignment stabilization exception to policy beginning in the nineteenth month of an initial 36-month AGR tour,

11-4. **ASSIGNMENT STABILIZATION RESTRICTIONS.** This paragraph establishes assignment stabilization restrictions specific to the first twelve months of an assignment. This guidance is in addition to the initial tour stabilization requirements discussed in Paragraph 11-1 above. The intent of these assignment stabilization restrictions is to provide predictable staffing and position management consistency for leaders and supervisors.

a. Enlisted AGRs are eligible for EPS Selection beginning with in the nineteenth month of an initial 36-month AGR tour. AGRs who are EPS selected for promotion becomes ineligible for lateral assignment opportunities for 12 months from the date of EPS selection notification.

b. All Army AGRs are stabilized for 12 months from the reporting date of their current assignment, unless EPS selected for promotion, mobilization, force structure changes, or command directed reassignments.

c. All Army AGRs are stabilized for 12 months from the reporting date of a Management Directed Reassignment (MDR), unless EPS selected for promotion, mobilization, or force structure changes.

d. Army AGRs applying for a new assignment or position during the 12-month stabilization period must request an exception to this paragraph and include the approved exception to policy (ETP) with their application packet.

(1) Requests made during the first 12-months of assignment, calculated from the reporting date, for exception to the assignment stabilization policy will be submitted through the AGR's current full-time supervisory chain of command. Approved ETPs must be included with each submission of interest for lateral opportunity and new position application packets as discussed in WYMD 335 MPP, Paragraph 11-3 below.

(2) Submissions for lateral opportunities, after 12 months from reporting date to current position, do not require the approval or concurrence from the current full-time supervisory chain of command. It is incumbent upon leaders to develop and maintain a relationship of trust with their subordinates that will facilitate discussions of potential and future assignment opportunity.

11-5. STABILIZATION EXCEPTIONS TO POLICY AND WAIVER REQUESTS. Approved Stabilization Exceptions to Policy (ETP) must be included with job application packets at the time of submission.

a. Applicants requiring an ETP to be considered eligible to apply must process the applicable request through their full-time supervisory chain of command, through the Chief of Staff-Army, to the Human Resource Officer for approval.

b. Packets that require an ETP but are submitted without one will not be accepted.

c. Waiver requests for these timelines are authorized when it is deemed an approval would be in the best interest of the Wyoming Air or Army National Guard, the unit, or for hardship cases.

d. AGR Soldiers/Airmen will initiate the waiver request process when a new assignment opportunity exists. Waiver request routing will be the following:

(1) Through full-time supervisory chain of command channels.

(2) Through Wing Commander/Chief of Staff.

(3) To the HRO for approval.

11-6. ARNG CAREER MANAGED POSITIONS (Reference AU).

a. CAREER MANAGEMENT POSITIONS. Enlisted positions Staff Sergeant (SSG) and above, warrant officer positions Chief Warrant Officer three (CW3) and above, and commissioned officer positions Major (MAJ) and above are designated as career management positions and will be competed for fill among current AGR Soldiers prior to competition to non-AGR Soldiers. Applicability of this requirement is determined by the rank authorization associated with the MTOE or TDA paragraph/line number of the position to be filled.

(1) Commissioned and warrant officer career management positions will be advertised and competed in-service first. Second Lieutenant, First Lieutenant, Captain, Warrant Officer One, and Chief Warrant Officer Two ranked positions are considered entry level positions, are not governed by the career management position requirements, and can be initially advertised as job opportunity (pending AGR manning authorization availability).

(2) ARNG (Lateral Reassignments): Enlisted career managed position 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. This lateral reassignment process satisfies career management position requirements. 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.

(3) ARNG Enlisted Promotion System (EPS) fill will be done in accordance with reference BO and AX. The AGR Program Branch, in conjunction with the DCS-G1 Enlisted Personnel Management Branch, will make EPS selection notifications.

b. **HIGH PRIORITY ARMY UNITS.** For the purposes of Army enlisted promotions (IAW reference BO, High Priority Units are defined as MTOE, CST, and Recruiting and Retention units. AGRs who decline a promotion (EPS fill) into or within a high priority unit will be terminated from the AGR Program.

c. **EXEMPTION TO COMPETITION.** Referral and selection procedures for AGR members will follow Chapter 3 of this Merit Placement Plan. Command directed reassignments and lateral fills will be conducted IAW references BF, BL, BO, and AW. Supervisors requesting these actions will submit an SF 52 through the proper channels to HRO.

(1) National Guard Regulation (NGR) 600-5 authorizes TAG-WY to identify positions exempt to competition for fill. Historically these positions are all key staff designated positions, including the State Command Sergeant Major, Command Chief Warrant Officer, all Positions of Significant Trust and Authority (POSTA), and the Assistant Inspector General (AIG). Key staff positions are defined as directorate and deputy directorate assignments.

(2) Title 10 tours are considered career and professional development. In the event a Title 10/Title 32 “swap” is arranged between a WYNG AGR and a Title 10 AGR, the WYNG Title 32 position is not required to be competed as it is a short term manning trade that directly supports the Title 32 development.

(3) Army Warrant Officers promotions are based on Mission Table of Organization and Equipment (MTOE) and/or Table of Distribution and Allowances (TDA) positions and published time-in-grade and military education requirements IAW reference AW. Based on the above criteria, moves of in-service AGR Warrant Officers to Support Personnel Manning Document (SPMD) positions for ranks CW2 to CW4 are not considered a promotion opportunity.

d. **Command, Leadership, and Staff Assignments (CLASP).** The goal of the CLASP is to enhance and professionally develop FTS Soldiers, but will not be at the expense of a traditional Soldier’s career progression.

(1) The following positions are eligible for CLASP assignments: FTS soldiers assigned to a Brigade, Battalion, Company Command, Headquarters Command, Platoon Leaders, Command Sergeant Major, and First Sergeant Positions.

(2) FTS officers grades O4 and above and NCOs grades E8 and above whose full-time duties are performed in non-deployable organizations for example, Joint Force Headquarters (JFHQ) or other TDA, but assigned to appropriate primary and secondary MTOE staff positions for example, G1, G2, S1, S2, Asst S3, Asst S4.

(3) Soldiers assigned to WMD CST, CBRNE, and Recruiting and Retention are not authorized CLASP assignments.

11-7. **GRADE REDUCTIONS.**

(1) Enlisted AGRs reduced in rank, whether voluntarily or involuntarily, will be ineligible for EPS boarding and promotion consideration for a minimum of 18 months. These Soldiers may be re-boarded, with a commander recommendation, at the first annual board after the 18 month period is complete.

(2) Officer applicants cannot request nor take a voluntary grade reduction for the intent of becoming eligible for position consideration.

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Human Resource Officer