Area 6 Nationwide Job Opportunity ANG 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	**Talent Acquisition Craftsman**
Announcement No:	**26-A369**
Opening Date:	**25 September 2026**
Closing Date:	**Open until filled**
Max Grade Authorized:	**E-6**
Min Grade Authorized:	**E-4**
Duty SSI/MOS/AFSC:	**3G071**
Security Clearance:	**SECRET**
Unit/Duty Location:	**HQ WY ANG, Cheyenne, WY**
Female Asg Elig:	**Open**
Nominating Official:	**Maj Nicole Zoellner, HQ WY ANG**
Selecting Official:	**SMSgt Michael Palmer, HQ WY ANG**
Eligibility:	**Open to current members of the WY ANG and those eligible to join the WY ANG.**

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, 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. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. **INSTRUCTIONS FOR APPLYING**: Applications will **only** be accepted by **email** to HRO no later than 1700 hours on the announcement closing date. Incomplete and Applications received after 1700 on the closing date will not be considered. Applications must be completed, MUST be signed and dated, and must contain the following documents at a minimum. **Ensure your application is one single pdf file or pdf portfolio. Please name the file LastName_FirstName_Position Announcement Number. (Example: Rotert_Greg_26-A369)**

Submit applications to:	WY-HRO-AGR Points of Contact:
Wyoming Military Department **Human Resources Office – AGR Branch** **Email:** NGWY-HRO-JOBS@army.mil greg.a.rotert.mil@army.mil kayli.d.cousineau.mil@army.mil	Greg Rotert (307) 292-5127 E-Mail: ngwy-hro-jobs@army.mil E-Mail: greg.a.rotert.mil@army.mil E-Mail: kayli.d.cousineau.mil@army.mil

____ **Cover letter**

____ **Current Resume**

____ **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.

____ **Last 3 EPRs/EPBs:** If three EPR's/EPBs are not available, the Airman must include at least one Letter of Recommendation or Performance from the military command.

____ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.

____ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. *Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.*

____ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of the vacancy announcement for initial AGR accession.

____ **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.

6. INITIAL ELIGIBILITY REQUIREMENTS

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123. The medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the start date.
- Must meet any Special Requirements as specified in Position Description.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
- **Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
- **Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
- Must not have been previously separated for cause from active duty.

7. SPECIAL REQUIREMENTS

- Selected Applicant must possess a **SECRET** clearance to apply. Failure to 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).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 5.10, AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in **Attachment 3**. The HRO will maintain the completed, signed Statement of Understanding.
- Outstanding in appearance, military bearing, professional military image and conduct both on and off duty.
- Candidates must demonstrate maturity and ability to operate in autonomous environment without day-to-day supervision.
- Must not have referral EPB in the last 3 years.
- No unresolved emotional instability, personality disorder, or other mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of conviction by summary, special, or general courts-martial.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in DAFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.

- Possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with DAFI 24-301, Ground Transportation.
- Score 75 or above on the most recent fitness test and no failures on any portion within the last 12 months.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File in the last three years.

8. POSITION DESCRIPTION

Executes recruiting and retention operations to meet Air National Guard end-strength objectives. Identifies, engages, and counsels prospective applicants; guides them through processing and accession; and actively works to retain qualified Airmen in service. Represents the Air National Guard within communities, builds partnerships, and ensures applicants and members receive accurate information and professional support throughout their career entry or continuation process. Identifies, contacts, and builds relationships with potential applicants through digital platforms, community events, referrals, and targeted outreach. Maintains regular follow-up to develop interest and move prospects toward accession. Related duties include Recruiting and Retention Senior Enlisted Leader (RRSEL), Recruiting Production Superintendent (RPS), Flight Chief (FC), Retention Office Manager (ROM), Recruiting and Retention Non-Commissioned Officer (RRNCO), Training and Evaluations Non-Commissioned Officer (TENCO), Marketing Non-Commissioned Officer, Recruiting School House Instructor, In-Service Recruiter (ISR), National Guard Bureau Statutory Tour positions, and Production Recruiter and Retainer (PRR).

Provides accurate information on Air National Guard opportunities, benefits, service obligations, and career fields. Conducts interviews, determines qualifications, and matches applicants to mission needs and available vacancies. Guides applicants through the entire process from initial contact to accession, including eligibility screening, scheduling, coordination with MEPS, and final swearing-in. Ensures accuracy of required documentation and timeliness of administrative actions. Represents the Air National Guard at school, job fairs, sporting events, and community activities to build awareness and generate interest in service. Maintains a professional, approachable presence that reflects organizational values.

Perform other duties as assigned.