

**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: **Recruiting and Retention Manager**  
Announcement No: **17-A308**  
Opening Date: **24 October 2016**  
Closing Date: **22 November 2016**  
Max Grade Authorized: **E-7**  
Min Grade Authorized: **E-6**  
Duty SSI/MOS/AFSC: **8R200**  
Security Clearance: **SECRET**  
Aptitude Area Scores: **Minimum score of 24 in the General area of the ASVAB.**  
Unit/Duty Location: **153<sup>rd</sup> Force Support Squadron, Cheyenne, Wyoming**  
Female Asg Elig: **Open**  
Nominating Official: **CMSgt Milissa Fowler, 153 FSS**  
Selecting Official: **MSgt Nathan Burrows, 153 FSS**  
**Eligibility: Open to current WY ANG members and those eligible to become WY ANG members**

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 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:	WY-HRO-AGR Points of Contact:
<b>Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</b>	SGT Lorien Mele (307) 772-5127 SSG Katie Upton (307) 772-5227 CW3 Nathan Galloway (307) 772-5220 E-Mail: <a href="mailto:ng.wy.wyarnq.list.org-jobs@mail.mil">ng.wy.wyarnq.list.org-jobs@mail.mil</a>

\_\_\_\_\_ **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/OPRs:** If less than 3, submit all available evaluations. Applicants not requiring EPR/OPR submit a letter of recommendation from your military supervisor.

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

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

## 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 AFI 48-123. 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 tour start date.
- Must meet any Special Requirements as specified on Position Description.
- Must possess or be able to obtain appropriate AFSC IAW current regulations within 12 months of assignment.
- 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.
- Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/ compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- **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 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).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.
- Must have a minimum of 2 years experience as an 8RX000.
- Must have demonstrated the capability of maintaining recruiting production standards.
- Must possess an overall knowledge of the ANG Recruiting Program.
- Must possess knowledge, skill and proficiency in time management and sales techniques.

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- Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications.
- Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant).
- Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
- Comply with military duty eligibility requirements in IAW ANGI 36-101.
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Completion of the applicable sales training / coaching programs within one year of assignment is mandatory.
- Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory.
- Attendance at in-resident PME course is desirable.
- No history of emotional instability, personality disorder, or other unresolved mental health.

## 8. POSITION DESCRIPTION

Responsible for administration and management of recruiting and retention programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes recruiting and retention programs and internal recruiting/sales to recruit and retain quality personnel to satisfy strength requirements of the wing and state. Ensures members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commanders in force management goals and guiding members in achieving career goals, as appropriate. Communicate retention goals at all levels throughout the military structure. Has fiduciary responsibility for the proper administration of incentive and entitlement programs. Military and full-time supervision of the RTNCOIC will be with the Recruiting and Retention Superintendent (RRS).

Utilizing strategic planning tools as required by NGB/A1Y, develops an annual unit retention plan, in conjunction with the RRS, which includes goals and objectives, retention activities, advertising initiatives and financial planning. Supervises/trains Unit Career Advisors (UCA) to assist in unit/squadron level administration of retention programs. Assists RRS in establishing local recruiting and retention production standards based on unit strength requirements. Administers retention programs to include Career Motivation Program, UCA, Montgomery G.I. Bill (MGIB), MGIB Kicker and ANG Incentive Programs. Serves as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds. Uses the Air Force Information Support System (AFRISS), Defense Manpower Data Collection system (DMDC) and Military Personnel Data System (MILPDS) to their full capabilities in the conduct of their retention duties. Manages office administration and serve as POC for all wing retention activities. Coordinates monthly, at a minimum, with the Recruiting RCNCOIC (RCNOIC) and the Unit Manpower Document Monitor to identify current and projected vacancies. Provides retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in conjunction with the RRS and RNCOIC. Informs RRS of retention and personnel force management issues and concerns and routes all issues requiring NGB involvement through the RRS. Generates reports to NGB/A1Y through the RRS IAW NGB guidance. Ensures retention goals are met as determined by the State RRS. Individual RCNCOIC and RTNCOIC goals will be comparable and may include; enlistments, appointments, Unit Saves and state-to-state transfers. Responsible for inputs and updates to GoANG admin website, as required;

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to include, but not limited to current unit specific information, vacancy list, supply orders, recruiting and retention directory and ANG Wingman. Develops Unit Programs to include, retention internal recruiting/sales events, briefings, advertising, UCA training and Process Improvement Visits (PIVs).