JOINT FORCE HEADQUARTERS WISCONSIN
WISCONSIN NATIONAL GUARD
HUMAN RESOURCES OFFICE/J1
P.O. Box 8111
Madison, WI 53708-8111

ARMY NATIONAL GUARD AGR CAREER ENHANCEMENT PROGRAM (CEP)

Announcement # 17-15ARNG

FROM: WIJS-J1-MS-MD **EMAIL: ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil**

PLEASE MAKE WIDEST POSSIBLE DISTRIBUTION

THIS ANNOUNCEMENT APPLIES TO CURRENTLY ASSIGNED WISCONSIN ARMY NATIONAL GUARD AGR SOLDIERS ONLY.

OPENING DATE: 06 December 2016	**CLOSING DATE: 13 December 2016**

Position: Strength Manager

MOS: 00F34 (Open to Male and Female Soldiers eligible to qualify as a recruiter)

Duty Station: Recruiting & Retention Battalion, Janesville, Wisconsin

Grade Authorized: SSG/E-6

Areas of Considers: Current AGR Soldiers in the WIARNG

Duties and Responsibilities:

Retention duties: Counsels and assists with extending qualified Soldiers in the Wisconsin Army National Guard. Assists leaders and strength management personnel with implementation and operation of the Company level retention program to include verification of statistical data. Advises the Company Commander and 1SG on all areas of the retention program. Briefs leaders on related Company retention activities. Conducts inspections and provides training for unit level retention programs. Presents formal and informal briefings to various civic groups to create community awareness of the WIARNG. Attends unit assemblies and establishes and maintains a working relationship with the assigned Company. Assists the Company in other areas as needed to support Soldiers, unit readiness, to achieve recruiting and retention goals.
Recruiting duties: Recruits, Interviews and pre-qualifies prospects for membership with the Wisconsin Army National Guard. Recruiting success is measured by total number of enlistments that ship to training in a given mission year. Daily use of a laptop computer is required for mission accomplishment. Directly supports Wisconsin Army National Guard units and attends required drills. Additional responsibilities may include supervising and training RSP Soldiers and FTNGD personnel to ensure effective RSP operations, aimed at increasing RSP drill attendance, RSP retention rate, and RSP ship rate. Must be able to effectively interface with MEPS personnel, unit FTUS, Retention NCOs, and Civilians. Additional duties as assigned.

To attend the Recruiting and Retention course (SQI 4):

b. *Physical demands rating and qualifications for initial award of MOS.*
(1) A physical demands rating--N/A.
(2) A physical profile of 132221.
(3) Qualifying scores.

(a) A minimum score of 110 in aptitude area GT waivable to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 110 in aptitude area GT waivable to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002.

(4) Meet selection criteria in National Guard Regulations 601-1, 600-200, 600-5, 600-10 and Army Regulations (AR) 601-280 and AR 135-18 as applicable.

(5) Be a high school graduate with diploma; or have one year college with a high school GED with no waiver.

(6) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.

(7) Formal training: Successful completion of the ARNG Recruiting and Retention Course and the ARNG MOS 79T Conversion Course conducted under the auspices of the Strength Maintenance Training Center, Camp Robinson, AR) is mandatory prior to being awarded the MOS. (NOTE: Only Soldiers who have attended the 79T ANCOC at the Professional Education Center Non-Commissioned Officer Academy prior to 1 Jan 08 can be awarded the MOS 79T without having attended the 79T Conversion Course).

Reference: ***ALARACT 188/2014, HQDA EXORD 193-14 Screening of Sexual Harassment/ Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust.***

Note: Applicants applying for POST positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, applicants can be hired in a temporary ADOS status until NGB Level Checks come back favorable.

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
- Must have favorable results from:
    - Department of Army Inspector General (DAIG)
    - Criminal Investigation Division (CID)
    - Office of Military Personnel File Review
    - Army Substance Abuse Program

HOW TO APPLY

All applicants must submit a complete application packet to J1 to be considered for an AGR position.

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, along with contact information (i.e. Phone numbers and an e-mail address). (Job announcement is not considered a cover letter) **Required for all applications.**

- ☐ If you are unable to obtain or must substitute required documents, a brief detailed statement must be provided in the Application Cover letter to justify their absence**. Failure to include justification in cover letter will result in disqualification of Application.**

- ☐ NGB Form 34-1 (Application for AGR Position) dated 11 November 2013 **(must be signed and dated)**;

- ☐ DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.*

- ☐ Submit Copy of **last three** DA 2166-8 (NCOER's) for all E-5 and above, **(all pages, front and back)**. *Can be obtained from your Readiness NCO, Battalion S1, or iPerms.*

- ☐ Submit Copy of current Enlisted Record Brief (ERB). *Can be obtained from your Readiness NCO or Battalion S1.*

- ☐ Copy of one of the following: MEPCOM 680, MEPCOM 714, DD1966, TRNSCPTS, **OR** PRIOR SERV RCRDS (REDD Report) for ASVAB Scores. Include copy of Armed Forces Classification (AFCT)

Results Memorandum if most current and accurate ASVAB scores are not reflected on requested documentation. This is to verify ASVAB scores. Please ensure the document you are attaching has your ASVAB scores on it.

- ☐ Submit a statement of **current** (within 6 months) height and weight (**MUST BE SEPARATE FROM THE DA FORM 705)**. If applicable, submit body fat measurement on DA Form 5500-R (Males) or 5501-R (Females). All must be **signed by either a unit Readiness NCO, First Sergeant, or Commander.**

- ☐ A current (within 6 months) copy of DA Form 705 (Army Physical Fitness Test Scorecard) in accordance with AR 350-1 para 1-24.

- ☐ Submit a copy of your Individual Medical Readiness (**IMR**) Report from MEDPROS.
  * It is important that you print the report, not the webpage screen that the IMR is found on.
  ***Log into AKO and click on Self Service, then click on My Medical, Then Click on the MEDPROS Icon on the right side of screen

This takes you to a Medical Readiness Profile (MEDPROS) Page. Lastly, click on IMR

1. E-mail **SCANNED** application to ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil. An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic**. Please feel free to call Comm (608) 242-3720 DSN 724-3720 to verify receipt of your packet. Please do your best to scan as one document as opposed to scanning each document in one at a time. Please contact your Readiness NCO or Admin NCO to assist.

2. *J1 will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure that application is complete and all required documents are correct and included.* If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

3. Interested soldiers must inform their chain of command. If selected and soldier does not possess MOS, retraining must be accomplished within 12 months of appointment. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3720 DSN 724-3720 or e-mail ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil