



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



**Army National Guard Active Guard Reserve (AGR)
ANNOUNCEMENT 17-38ARNG**

OPENING DATE: 17 February 2017

CLOSING DATE: 03 March 2017

Position: Recruiting & Retention Officer

AOC: 01A00; (Open to male or female soldiers)

Duty Station: Recruiting & Retention BN, Madison, WI

Military Grade: Minimum: 1LT/O-2
Maximum: CPT/O-3

Salary Range: Pay and allowance commensurate with military rank.

Area of Consideration: Any current member of the WIARNG or Regular Army/USAR/National Guard Soldier eligible for enlistment in the Wisconsin Army National Guard.

Duties and Responsibilities: Officer recruiting duties including, but not limited to: Basic branch ROTC/OCS recruiting, AMEDD/Specialty branch recruiting, ISR/IST processing. Must be able to travel (GSA provided). Responsible for developing and overseeing effective Officer procurement plans from multiple sources. Also responsible for in-service recruiting and processing of IST's and prior service separated Officers. Works to ensure all Officer appointment and accession applications are completed in accordance with guidance provided by Department of the Army, National Guard Bureau and the WIARNG G1.

Positions of Significant Trust and Requirements: *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.*

- 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

Minimum Qualification Requirements:

1. Applicants must meet medical fitness standards established in AR 40-501, Chap 3 and must meet body composition standards prescribed in AR 600-9.
2. Applicants are encouraged to refer to detailed qualifications in Chapter 2, AR 135-18.
3. Applicants selected for positions are subject to a background investigation and/or police record checks prior to being reassigned to this duty position.
4. Applicants must not be subject to flagging action upon acceptance of this assignment.
5. All WIARNG AGR duty positions require a favorably adjudicated personnel security investigation (eligibility for Secret clearance). Some MOS/AOCs or Duty positions may require a Top Secret clearance.
6. At a minimum, applicants must be able to obtain and/or maintain a favorable adjudicated personnel security investigation (eligibility for Secret clearance) that is required for the grade, MOS/AOC and AGR duty position. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.
7. Applicants must currently be AGR serving with the WIARNG.
8. Captains must have a minimum of 4 years TIG and must have any officer advanced course completed per AR 135-155, tables 2-1 and 2-2 dated 13 July 2004.

Additional Information:

1. 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.
2. Individual selected will be ordered to continue on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of The Adjutant General.

How to Apply (please contact Unit Readiness NCO or Admin NCO for assistance if needed):

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

The documents listed below can be found on our web site, iPERMS, AKO or through your Readiness NCO or Battalion S1. It is highly recommended that all applicants use these sources to put a packet together. Follow the checklist below to assist in packet preparation:

- Cover letter (job announcement cannot be used as the 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). 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.

Forms found on our web site at: <http://dma.wi.gov/dma/hr/fed/FedAGREmployment.asp> (“AGR Application Forms.”)

- NGB Form 34-1 (Application for AGR Position) dated Oct 2002 (must be signed and dated); if applicable attach a sheet explaining any “yes” answers to section IV.
- DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.

Forms found on iPERMS at: <https://statepermsompf.hoffman.army.mil/rms/login.jsp>
(AKO Log-in and Password are needed to enter the site). Once in iPERMS search for documents just as they are labeled here.

- 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. *If you already possess the advertised MOS you do not need to provide ASVAB verification*
- Most current copy of NGB 23, NGB 23A or NGB 23B (RPAM Statement).
- Copy of last three DA 2166-8 (NCO-ER's) for all E-5 and above, (all pages, front and back) If new E-5 or below, recommend to include a letter(s) of recommendation.
- Copies of ALL DD Form 214 (Cannot be Copy 1) (Certificate of Release or Discharge from Active Duty), (*not required for on-board AGR personnel*).

Forms found on AKO at:

- 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 under Forms.

****IMPORTANT, The IMR Report is used to verify you meet the required PUHLES Scores and that your PHA is within 12 months*****

Forms to be obtained from your Readiness NCO or Battalion S1:

- Submit a statement of **current** (within 6 months) height and weight (**Must be separate of DA 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** if AGR, or within **12 months** if M-day) copy of DA Form 705 (Army Physical Fitness Test Scorecard) in accordance with AR 350-1 para 1-24.

3. E-mail **SCANNED** application to ng.wi.wiarnng.mbx.j1-internet-feedback@mail.mil. An email will be sent to confirm receipt of application. Emails are not automatic. Feel free to call to verify receipt at 608-242-3720.

4. Applications can also be mailed at applicant’s own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Please do not submit application packets in three-ring binders, 2 sided, on card stock, or staple pages together. Must be received prior to closing date or it will be disqualified (do mail out the last day job announcement is open!) Individuals may call 608-242-3720 before job-closing date to ensure the application was received.

5. **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.

6. 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.i1-internet-feedback@mail.mil