

WISCONSIN ARMY NATIONAL GUARD  
ARMY ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

JFHQ-WI, HRO STAFFING – AGR  
2400 WRIGHT ST RM 228  
MADISON, WI 53704-2572

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VACANCY ANNOUNCEMENT NUMBER: 21-131 ARNG

OPEN DATE: 14 May 2021

CLOSING DATE: 20 May 2021

POSITION TITLE: Recruiting and Retention NCO

MOS: 00F34

POSITION GRADE: E6

GRADES AUTHORIZED TO APPLY: E4-E6

(Higher grades eligible to apply, with the understanding that they must take voluntary reduction to the advertised grade (E6), if selected)

DUTY LOCATION: RRB, Multiple Vacancies, Statewide

AREAS OF CONSIDERATION: Any current member of the ARNG, USAR or Regular Army eligible for enlistment in the Wisconsin Army National Guard.

**DUTIES AND RESPONSIBILITIES:**

Recruits, Interviews and qualifies prospects for membership with the Wisconsin Army National Guard. Presents formal and informal briefings to various civic groups to create community awareness of the WIARNG. Directly involved with all area local high schools, colleges and technical colleges. Recruiting success is measured by total number of enlistments as well as the total number of Warriors that ship to and complete IET training in a given mission year. Daily use of a laptop computer is required for mission accomplishment. Directly supports Detachments RSP drill weekends. Helps to ensure effective RSP operations, aimed at increasing RSP drill attendance, RSP retention rate, and RSP ship rate. Serves in roles as Squad Leader, Platoon Sergeant or Cadre member during drill weekend to assist with the training needs of the Warriors they have enlisted as well as the rest of the Detachment. Must be able to effectively interface with MEPS personnel, unit FTUS, Retention NCOs, and Civilians. Additional duties as assigned.

**Suitability Criteria for Military Personnel in Specified Positions**

Reference: Army Directive 2018-16; and SMOM 19-009. 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.

**Additional Information:**

- A minimum score of 110 in aptitude GT waiverable to 100 and 96 in aptitude area ST on ASVAB.
- Must not have a Type I Offense (See HQDA EXORD 193-14, Annex B)
- Must have a waiver for a Type II Offense (See ALARACT 188/2014, 3.D.10.C.)
- 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

Note: Applicants applying for POST positions must meet all the requirements listed prior to becoming eligible for selection. Additional suitability checks are conducted by the WIARNG J2 section. After State Level Checks are returned favorably, applicants can be hired in a temporary status until NGB Level Checks are returned favorably as well.

**\*Applicants with Type I offense will not make it through the screening process. Type I offenses may not be waived. Applicants with Type II offenses may apply; however, a waiver must be approved prior to selection.\***

### HOW TO APPLY

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

- COVER LETTER that includes: name, rank, Job Announcement Number, Position Title for which you are applying, and 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 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 provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. **Double check prior to sending packet.**
- DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006
- DA FORM 2166-9-2 (NCOER) 3 most current NCOERs for E-5 and above; For new E5s and below recommend letters of recommendation May also submit letters of recommendation, but they will not replace required NCOERs.
- Current Enlisted Record Brief (ERB). Can be obtained from your Readiness NCO or Battalion S1.
- One of the following if you do not possess SQI 4: 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.
- DD 214s (All copies) - Can be found in members iPerms or obtained from Readiness NCO or Battalion S1
- RPAS STATEMENT (Retirement Points Annual Statement) (23A) - Can be found in members iPerms or obtained from Readiness NCO or Battalion S1
- Due to COVID 19, current APFT and Height/Weight requirements are suspended until further notice. Applicants must still submit their most recent passing **DA Form 705 and Height/Weight statement**. Soldiers currently flagged will not be considered for AGR positions, and will have to coordinate with their unit to take a passing record APFT and/or height weight screening if they still wish to apply.

- Due to COVID 19, current PHA requirements (within one year) are suspended until further notice. Applicants must still submit their most recent **Individual Medical Report (IMR)** from MEDPROS, that shows their most current PULHES. Applicants PULHES must qualify them for the job/MOS for which they are applying. If they do not, but have corrected their medical deficiencies that need updated in the system, please coordinate with the unit Full Time Staff or HSS to fix records. Please also annotate this information in the cover letter. IMRs can be found at <https://medpros.mods.army.mil/Portal/#/>; Under “Forms”, click on the link for IMR Record. That version MUST be the one used for the application.
  
- APPROVED STABILIZATION ETP MEMORANDUM (If within 18 months of initial WIARNG AGR tour or 12 months of reassignment)

1. E-mail **SCANNED** application to: [ng.wi.wiarng.mbx.hro-internet-feedback@mail.mil](mailto:ng.wi.wiarng.mbx.hro-internet-feedback@mail.mil) An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3720 DSN 724-3720 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **NGWI-HRO-AGR (AGR Army Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. 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 not 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.

3. HRO 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.

4. Interested Soldiers must inform their chain of command.

5. If selected and Soldier does not possess MOS, retraining must be accomplished within 12 months of appointment.

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.hro-internet-feedback@mail.mil](mailto:ng.wi.wiarng.mbx.hro-internet-feedback@mail.mil)