

Job Opportunity ARNG 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: **Training/Admin NCO**
Announcement No: **17-A25**
Opening Date: **30 JUN 2017**
Closing Date: **30 JUL 2017**
Max Grade Authorized: **E-6**
Min Grade Authorized: **E-5**
MOS Criteria: **00F**
Security Clearance: **SECRET**
Physical Profile: **111111**
Unit/Duty Location: **Joint Forces Headquarters, Cheyenne, WY**
Female Asg Elig: **Open**
Nominating Official: **COL E. Steven Alkire, Chief of Staff**
Selecting Official: **CW3 Andres Flores, OIC**
Eligibility: Open to All Current Members of the WY ARNG

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, POST requirement, 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. Sexual Assault Response Coordinator (SARC), Victim Advocate Coordinators (VACs), Collateral Duty SARCs, Sexual Harassment/Assault Response and Prevention (SHARP), and Recruiting and Retention assignments are Positions of Significant Trust (POSTA). Therefore, only applicants with the highest moral and ethical standards may qualify for accession into these positions. POSTA standards are qualifications for specified assignments and not a standard of service. Applicants must satisfy POST requirement screenings.

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.

SPMD PARA/LIN: 2140/006 AGR: 527080 UNIT/PARA/LINE: TBD / TBD/TBD

<p style="text-align: center;">Submit applications to:</p> <p>Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</p>	<p style="text-align: center;">WY-HRO-AGR Points of Contact:</p> <p>SGT Lorien Mele (307) 772-5127 CW3 Nathan Galloway (307) 772-5220 E-Mail: ng.wy.wyarnng.list.org-jobs@mail.mil</p>
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- _____ **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.
- _____ **Current Individual Medical Readiness (IMR) Record accessible from AKO, MEDPROS Printout, or Periodic Health Assessment (PHA)**. Must be dated within the last 12 months prior to the closing date of the position announcement to be valid.
- _____ **Last 3 NCOERs/OERs**: If three NCOER/OERs are not available, Soldier must include at least one Letter of Recommendation from the military command.
- _____ **Certified Current Enlisted/Officer Records Brief (ERB / ORB)**.
- _____ **Statement of Service**, acceptable documents include: **Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B)**; for other services, equivalent retirement points statement, **DD Form 214(s), DD Form 220(s), and any accompanying DD Form 215(s), or DD Form 1506 (Statement of Service)**.
- _____ **DA Photograph in military uniform** (taken within the last 12 months is required)
- _____ **DA Form 705, Army Physical Fitness Test Scorecard**; Passing Record APFT within 12 months of the closing date of the vacancy announcement for initial AGR accession.
- _____ **RCAS Generated Ht/Wt Report (Weight Control History)**; verification of passing Ht/Wt current within 6 months as of the closing date of the announcement.
- _____ **DA Form 5500 or 5501-R**: Body Fat Content Worksheet (if applicable) current within 6 months as of the closing date of the announcement.
- _____ **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.
- _____ **Other requirements that may be stated in the vacancy announcement or determined appropriate by the nominating official.**

6. ELIGIBILITY REQUIREMENTS

- Must meet eligibility criteria in NGR 600-5 and AR 135-18, Tables 2-1, 2-2, and 2-3.
- Must meet and maintain Fitness Test standards IAW FM 7-22.
- Must meet and maintain height/weight standards IAW AR 600-9. Applicants on the Army Body Composition Program are ineligible for entry into the AGR program.
- Must meet medical standards IAW AR 40-501, **Chapter 3**.
- Applicants must not be subject to flagging actions when entering into the AGR program.
- Must not have been previously separated for cause from active duty.
- Must not have been separated from a previous AGR tour within the past 12 months.
- Must possess or be able to obtain the military occupational specialty (MOS) or area of concentration (AOC) commensurate with the AGR duty position.
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- Selected applicant must remain in the position to which initially assigned/reassigned for a minimum of 36 months (TAG waiverable).
- Selected applicant must extend/reenlist for a period equal to or greater than initial tour end date.

7. SPECIAL REQUIREMENTS

- Selected Applicant must complete a Chapter 3 Physical within 30 days of start of orders, regardless of current status or latest flight physical (Up-Slip Status), or latest PHA completion. **No assumptions of fitness will be made prior to start of orders.**
- 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).

8. POSITION DESCRIPTION

Assists the Readiness NCO in the accomplishment of assigned duties; maintains tracking on company Soldiers for physical, medical and dental readiness; executes mobilization checklists; writes and publishes military orders, appointments, reprimands and citations. Responsible for preparing and managing correspondence; submitting payroll and maintaining financial records and accounts; performing personnel actions such as promotions, reductions, awards, address changes and other mobilization readiness tasks. Prepares and completes documents related to unit training, training assemblies, and unit training activities. Maintains unit files in accordance with appropriate regulations. Conducts Annual Records Reviews, maintains Official Military Personnel Files in iPERMS, maintains digital systems of record including but not limited to AFCOS, MUP, DTS, SIDPERS, RCAS, IPPS-A, SIBx, MEDPROS, MED-Chart, RMS, GIMS and others as assigned. Attends all schools necessary for position, unit training assemblies and annual training events. Represents the unit as needed at public events. Maintains proper levels of fitness and weight control. Maintains physical and uniform appearance in accordance with regulations and supervisory directives. Counsels assigned Soldiers and receives counseling from supervisors. Performs other duties as assigned.