

**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: **Human Resources NCO**  
Announcement No: **17-A353**  
Opening Date: **07 August 2017**  
Closing Date: **06 September 2017**  
Max Grade Authorized: **E-6**  
Min Grade Authorized: **E-5 (Immediately Promotable)**  
Duty SSI/MOS/AFSC: **3A1X1/3S0X1 (Must Possess)**  
Security Clearance: **Secret**  
Unit/Duty Location: **84<sup>th</sup> CST, Cheyenne, Wyoming**  
Female Asg Elig: **Open**  
Nominating Official: **Lt Col Holly Shenefelt, Commander, 84<sup>th</sup> CST**  
Selecting Official: **CPT Ray Weiser, Operations Officer, 84<sup>th</sup> CST**  
**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 TSgt Greg Rotert (307) 772-5261 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 three EPRs/OPRs are not available, the Airman must include at least one Letter of Recommendation or Performance from the military command.

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

- **Must currently possess a 3A1X1 or 3S0X1**
- **Selected individual must agree to remain a member of the CST for a minimum of three years from graduation of the initial Civil Support Skills course.**
- **This is a Category 1 AGR Position. Category 1 positions are fenced and cannot be moved or transferred outside of the unit assigned.**
- 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 live or relocate (PCS Funded) within 45 miles of Cheyenne, WY**
- **On call 24/7/365**

## 8. POSITION DESCRIPTION

Performs and manages a variety of activities in direct support of organizational commander. Included are office management duties, such as preparing and distributing correspondence, tracking suspenses, managing workflows and electronic content sites, maintaining organizational and individual calendars, managing electronic mail systems, supporting meetings, publications and forms duties, ensuring format, coordination, and availability to customers; administrative support for human resource programs, including personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests; provide support for unit functions, such as arranging travel and lodging, coordinating itineraries, managing recognition/special ceremonies, and managing guest lists; and postal/official mail functions, such as accepting and preparing items for mailing, distributing incoming mail, maintaining postal records.

Serves as the Human Resources NCO in charge of all administrative tasks to support Army and Air Force member of the 84<sup>th</sup> Civil Support Team to include pay and allowances, personnel actions, awards and decorations, certifications and qualifications, leave and passes, birth month audits, and additional duty appointments. Responsible for reviewing all status of funds in GFEBs and DTS; serves as decontamination NCO responsible for decontamination of personnel and equipment to eliminate exposure to hazards materials. Ensures compliance with personnel policies, directives, and procedures.