

aJob 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: **International Partnership Specialist**
Announcement No: **17-A138**
Opening Date: **10 OCT 2017**
Closing Date: **24 OCT 2017**
Max Grade Authorized: **O-3**
Min Grade Authorized: **O-1**
MOS Criteria: **00F**
Security Clearance: **SECRET**
Physical Profile: **111111**
Unit/Duty Location: **JFHQ, Cheyenne, WY**
Female Asg Elig: **Open**
Nominating Official: **BG Gregory Porter**
Selecting Official: **LTC Dane Rodgers**
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.

<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

(1) Research's, develops, writes, plans and presents the campaign plan between the state and partner country based on guidance from the Chief of Mission (CoM), Geographic Combatant Command Commander (COCOM CDR), National Guard Bureau (NGB), and The Adjutant General (TAG). Ensures all actions taken are within the framework, support of, and in concert with international agreements on a distinctive partnership. These partnerships are predicated upon written agreement between United States Geographic Combatant Commanders, the National Guard Bureau (NGB), and the participating nations. Coordinates and obtains approval through The TAG, to NGB, COCOM, and where warranted to the Interagency Working Group at Secretary of Defense/Secretary of State level. Develops, coordinates, and obtains approval for the SPP plan based on requests from United States (U.S.) Ambassador to partner country, partner country's Ministry of Defense, Ministry of Interior, and COCOM Commander. The theater campaign plan is written as a comprehensive yet flexible joint plan that builds partnership capacity across a full spectrum of cooperation and submitted on time annually to NGB. Furthermore, engage various centers of influence and State agencies to participate and assist in the development and execution of the campaign plan. Encompass various local, state, and federal agencies such as State Emergency Management Agency, Office of Emergency Management, State

Terrorism Task Force, State Police, Department of Veterans Affairs, etc and obtain buy in to support the campaign plan.

(2) In addition to researching, developing, writing, and obtaining approval for the campaign plan, this position also requires the research, analysis, development and writing of the budget for every fiscal year of administration that directly support year one of the campaign plan, and allows NGB to fiscally plan for years two through five of the plan. As one of the top programs in NGB it is expected to obtain a proportionate amount of funding for the level at which the program is executed. All budgetary requests are justifiable, accounted for, and submitted on time to NGB and the various other funding sources. In addition analyzed and forecasted budgets are within 95% accuracy of actual expenditures.

(3) The incumbent maintains continual liaison with the partner country through the Bilateral Affairs Officer (when provided) and the Defense Attaché Office stationed in the embassy of the partner nation. Conceptualizes, plans, coordinates, and executes Senior Executive Visits. The partner nation participates in visits in which the host state is the organization of primary responsibility (OPR). Membership in the visiting delegation may consist of both military and civilian authorities from the partner nation. Visiting delegations often consist of military personnel of the highest rank as well as civil authorities of cabinet level equivalency. Incumbent is responsible for the execution of the event from start to finish. Coordinates and executes visits to the partner nation by military members and civilian personnel. Coordinates with the U.S. State Department, Department of Defense (DoD), NGB, Combatant Commanders, embassy staff of both the U.S. and partner nation, and U.S. Transportation Command when military air is utilized for all aspects of the event.

(4) The incumbent serves as a coordination point for joint and combined military exercises between the state and the partner nation, which may include other state's partner nations, both in the U.S. and overseas. In conjunction with the state command structure and the member nation's military leadership, the SPPC develops scenarios for deployment of the State National Guard soldiers and airmen. Because of the number of entities involved and the delicate balance that must be maintained, the incumbent must remain vigilant and cognizant of the protocol of such actions.

(5) He/she oversees the development of proposed SPP events with partner country. Ensures events are submitted to NGB, U.S. State Department, Interagency Working Group where warranted, and COCOM for approval. Oversees the executing unit to ensure they stay within the parameters defined for the state event. Research, develop, write and submit each of the year one campaign stream project and supporting event plans to NGB for approval. Utilize all required systems to ensure the SPP program is administered according to regulations from COCOMs/NGB. For each project within the campaign plan an event plan must be written for each event. It is expected that these event plans are written and submitted for approval to NGB on time. Be a subject matter expert in program administration utilizing Army Training Information Management System (ARTIMS), ARGOS (NIPR and SIPR), APACS (NIPR and SIPR), CFR, and Global TISMS so that all events and projects are approved and accounted for by the State, NGB, DA, and the COCOM CDR.

(6) Responsible for coordination of the preparation of all country clearance messages, event travel, and support requirements, to include the number of people traveling, dates, air/ground transportation, meals, and hotels. Incumbent serves as the point of contact for scheduled training/educational activities throughout the state for multiple annual events with the partner country and or countries. Ensures U.S. personnel deploying to partnership

SPMD PARA/LIN: 1422/712 AGR: 641128 UNIT/PARA/LINE: W8BUAA / xxx/xx

country receive proper security and customs orientation briefings. Provides feedback to the Joint Chiefs of Staff personnel on trends, issues, and state concerns regarding partnership country when determined necessary. Oversee and provide strategic guidance for the development of each SPP event as it pertains to accomplishing the objectives of the plan. Utilize subject matter experts in various area's to assist in developing events so that the plan is written in a way that it can be efficiently completed to achieve campaign objectives. Ensure that each specific event whether created by SPP or another organization is relative to the five year plan and builds partnership capacity of the partner nation. Provides leadership and guidance to the Officer in Charge (OIC) or project officer for event outside of the execution of SPP so that the campaign objectives are met.

(7) Coordinate all logistical, administrative, and transportation requirements for each event both in state and country. All logistical, administrative, and transportation arrangements are coordinated for the executors of the event so that minimal impact is felt by the team performing the duties. Submit all requests for orders (RFO's) in a timely manner and ensure all travel and pay vouchers are submitted within five days of event completion. Furthermore, provide a briefing on expectations, rules and regulations, and cultural awareness to each member of the event team prior to departure when practical.

(8) Responsible for the state SPP budget. Analyzes and forecasts short/long term event budget needs. Re-evaluates changes annually that may occur to the plan and submits justification documentation for annual budget. Reviews quarterly list of concept sheets from COCOMs and those generated internal to the state. Responsible for submission of military interdepartmental purchase request, which is used to send funds from theater command to state for travel/per diem of National Guard personnel. Work directly with BAO to obtain SPP funding from COCOM to execute annual events.

(9) Continuously monitor and evaluate the events of the campaign plan and adjust accordingly to ensure the objectives of the campaign plan are met. Utilize event after action reports (AAR's), trip reports, and participate in strategic engagements with the partner country to comprehend each of the campaign streams, how they affect the ability to build partnership capacity, and adjust as required to ensure the objectives of the plan are met.

(10) Collect, analyze, and report all AAR's and trip reports for continuous improvement. Adapt event to the specific requests of the partner nation and the contemporary operating environment (COE). All AAR's and trip reports are collected, categorized, stored and analyzed to continuously improve reoccurring events and assist in the developing the campaign plan. Exhibit flexibility and adaptability to react quickly to changes in events based on the COE of the partner nations geopolitical climate and contingency operation in support of the International Security Assistance Force (ISAF).

(11) Attends NGB SPP, COCOM Scheduling Conference and State/Federal Government meetings as the director and The Adjutant General's representative. Accepts/approves and commits the state, within the framework of the campaign plan and based on higher authority guidance.

(12) May coordinate humanitarian support activities to provide various supplies/services from other outside organizations to be sent to partner or other countries.

(13) Maintains constant communication with the partner country through the State National Guard Liaison Officer, COCOM staff, or other such teams or individuals, as well as the Defense Attaché Office stationed at the embassy of the partner nation.

SPMD PARA/LIN: 1422/712 AGR: 641128 UNIT/PARA/LINE: W8BUAA / xxx/xx

(14) Briefs The Adjutant General on current status of SPP and provides a current situation report on the country. Conducts studies and projects at the request of NGB to identify concerns. Develops issue papers sponsored by the Joint Chiefs and NGB to determine program effectiveness. Prepares position papers on a variety of subjects related to the working partnership. May develop profiles of partnership country for presentation to various groups.

(15) Coordinate all events with state Public Affairs Officers. Initiate a multi media campaign to promote the involvement of the state with the State Partnership Program. Work in partnership with the PAO to enhance the public perception and awareness of US efforts to build partnership capacity. May be subject to inspection/evaluation by COCOM or NGB.

(16) Performs other duties as assigned.