

**Nationwide 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 SGT**  
Announcement No: **18-A175**  
Opening Date: **21 OCT 2018**  
Closing Date: **21 DEC 2018**  
Max Grade Authorized: **E-7**  
Min Grade Authorized: **E-6**  
MOS Criteria: **13M**  
Security Clearance: **SECRET**  
Physical Profile: **111111**  
Unit/Duty Location: **213<sup>th</sup> Regional Training Institute, Guernsey, WY**  
Female Asg Elig: **Open**  
Nominating Official: **MAJ Jonathan Dyer, OIC**  
**Eligibility: Open to All Current WY ARNG Members or those eligible to join or transfer to 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 handdelivered 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

**SPMD PARA/LIN: xxxx/xxx    AGR: xxxxxx    UNIT/PARA/LINE: Wxxxxx / xxx/xx**

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:  <b>Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</b>	WY-HRO-AGR Points of Contact:  SSG Lorien Mele (307) 772-5127 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.

\_\_\_\_\_ **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 (M-Day Soldiers) or 6 months (current AGRs) of the closing date of the vacancy announcement for accession into the AGR program.

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

\_\_\_\_\_ **Approved Waiver:** Stabilization, Hardship, or High School Senior as applicable.

\_\_\_\_\_ **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 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

Functions as the Commanders full-time representative for all matters relating to day to day unit mission accomplishment. Completes all training functions to include completion of training schedules, scheduling unit personnel for required schools, and preparation of Unit Status Reports. Responsible for the oversight of subordinate

personnel. Plans, organizes and directs the activities of assigned program areas ensuring regulatory requirements are met. Identifies, analyzes and provides recommendations to supervisor on significant issues and problems related to work accomplishment and areas of special emphasis. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements. Provides reports and information to higher commands and ensures regulatory compliance regarding all areas of responsibility. 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. Maintains unit files in accordance with appropriate regulations. Attends all schools necessary for assignment to the position to include unit training assemblies, Annual Training, and annual training events. Accomplishes 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. Participates in readiness/mobilization Annual Records Review activities. Represents the unit as needed at public events. Performs physical training three times per week, minimum, and 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.