

**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: **Operations Officer**  
Announcement No: **19-A134**  
Opening Date: **24 JAN 2019**  
Closing Date: **25 FEB 2019**  
Max Grade Authorized: **O-3**  
Min Grade Authorized: **O-2**  
MOS Criteria: **01A00**  
Security Clearance: **SECRET**  
Physical Profile: **111111**  
Unit/Duty Location: **84<sup>th</sup> Civil Support Team, Cheyenne, WY**  
Female Asg Elig: **Open**  
Nominating Official: **BG Greg Porter, DJS**  
Selecting Official: **Lt Col Holly Shenefelt, CDR**  
**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 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>	SSG Lorien Mele (307) 772-5127 CW3 Nathan Galloway (307) 772-5220 E-Mail: <a href="mailto:ng.wy.wyarnng.list.org-jobs@mail.mil">ng.wy.wyarnng.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 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.**
- **Must live or relocate (PCS Funded) within 45 miles of Cheyenne, WY**
- **On call 24/7/365**
- **Selected Applicant must possess SECRET. Failure to obtain and/or maintain a secret clearance will result in separation as an AGR.**
- **This is a Category 1 AGR position. Category 1 positions are fenced and cannot be moved or transferred outside the unit assigned.**
- 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).
- **To qualify for selection to WMD-CST positions, the applicant must:**
  - (1) **Complete a physical examination IAW paragraph 9-3 before completion of the hiring process. HAZMAT Technician certification requires that each individual on the WMD-CST maintains the minimum medical standards noted throughout their duty assignment.**
  - (2) **Undergo urinalysis drug screen testing upon entry on active duty, and periodic testing while assigned to WMD-CST duty. States will ensure that members of the WMD-CSTs are included in the testing rotation under the local Alcohol and Drug Abuse Prevention Control (ADAPC) program.**
  - (3) **Meet AOC/MOS/AFSC qualifications for their duty position within 12 months of their assignment to the unit. An extension may be granted as an exception to policy IAW NGR 600-5 and ANGI 36-101 when WMD-CST training and MOS/AFSC qualification courses cannot both be accomplished in the initial 12 months through no fault of the service member.**
  - (4) **Uphold the highest standards of conduct and personal appearance.**
  - (5) **Ensure that outside employment, associations and off-duty conduct/activities are consistent with Federal directives on ethics and with**

**State and Federal conflict of interest policies. Commanders must maintain a copy of the written approval for outside employment of AGR members. However, this employment must not impact the unit mission accomplishment or unit readiness.**

**(6) Agree to minimum three-year tour on the WMD-CST after completion of Civil Support Skills Course (CSSC).**

**(7) If the Soldier or Airman holds an alternate MOS/AFSC identified in the WMD-CST TDA, the State will submit an exception to policy request to the appropriate NGB staff section for approval before hiring action is completed.**

## 8. POSITION DESCRIPTION

Responsible for developing and tracking training and operations systems and developing training scenarios and events. Tracks day to day operations of the all team sections and ensuring proper daily response manning. Required to track all individual and collective training. Ensuring the team and individuals meet all of their training requirements. Ensure operations and training compliance in accordance with the Standards and Evaluations Assessment Team standards. Runs teams operations during response and support missions. Responsible for the accuracy and maintenance of the unit training calendar. Required to complete and submit required weekly/monthly staff slides.

Additional duties will include extensive work in Level A Personal Protective equipment as well as the requirement to work in a potentially hazardous environments. Required to live within 45 min of Cheyenne WY. The Civil Support Team requires approx 50% Travel. Performs other duties as assigned.

Unit members will be required to participate in an extremely rigorous training program. This training will occur in various school environments, both military and civilian, throughout the country. This duty position will require at least 600 hours of technical training above and beyond any MOSQ/AFSC, NCOES, or Officer professional development schools to become basic qualified. Ongoing education will be required to obtain intermediate and advanced level by job description. Applicants must seriously consider the implications of these requirements and the necessary commitment prior to applying. |