

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: **DCSPER Health Benefits Manager**
Announcement No: **19-A140**
Opening Date: **06 Feb 2019**
Closing Date: **08 Mar 2019**
Max Grade Authorized: **O-3**
Min Grade Authorized: **O-1**
MOS Criteria: **01A00**
Security Clearance: **SECRET**
Physical Profile: **111111**
Unit/Duty Location: **DCSPER JFHQ, Cheyenne, WY**
Female Asg Elig: **Open**
Nominating Official: **LTC James Ezell**
Selecting Official: **MAJ Karolyn Braun**
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.

SPMD PARA/LIN: 1320/221 AGR: TBA UNIT/PARA/LINE: TBA

Submit applications to:	WY-HRO-AGR Points of Contact:
Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320	SSG Lorien Mele (307) 772-5127 CW3 Nathan Galloway (307) 772-5220 E-Mail: ng.wy.wyarnng.list.org-jobs@mail.mil

- _____ **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.**
- 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).
- **Obtain HIPPA Qualification.**

8. POSITION DESCRIPTION

Directly supervises and provides technical and administrative supervision over Human Resources Assistants (Military), Reserve Health Readiness Program (RHRP) Manager (Military) and Health System Specialist NCO (Military). Formulates human resources and administrative procedures and policies based on the interpretation of regulations and directives from Department of Defense (DoD), Department of Army (DA), and the National Guard Bureau (NGB). As required, performs military human resources work in any of the program areas, for which assigned, for officer, warrant officer, and enlisted members and includes but is not limited to: processing and reporting on status of LOD investigations, formal and informal; processing INCAP pay; processing and providing quality control of MRP2 and ADME packets; providing oversight and tracking of personnel assigned to WTU; providing oversight to Tricare and DHA-GL and coordinating for treatment and follow- on authorization of care. Convenes or participates in various boards which may include: MOS Medical Review Board (MMRB) and Incapacitation Review Boards. Provides direct support to all units located within the state.