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:** Casualty Operations
   **Announcement No:** 20-A151
   **Opening Date:** 3 NOV 2020
   **Closing Date:** 17 NOV 2020
   **Min Grade Authorized:** E-6
   **Max Grade Authorized:** E-7
   **MOS Criteria:** 00F
   **Security Clearance:** SECRET
   **Physical Profile:** Must have current PULHES for your MOS.
   **Unit/Duty Location:** TBD
   **Female Asg Elig:** Open
   **Nominating Official:** LTC Henry Amy
   **Selecting Official:** SGM Wilson, Mark
   **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, hand-delivered, or emailed to the AGR Branch no later than 1630 hours on the announcement closing date. 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:
Wyoming Military Department
DCSPER – AGR Branch
5410 Bishop Boulevard
Cheyenne, WY 82009-3320

WY AGR Branch Points of Contact:
SSG Brandon Ormeroid (307) 772-5583
MAJ Daniel Johnson (307) 772-5220
E-Mail: ng.wy.wyarng.list.org-jobs@mail.mil

___ Cover letter
___ Current Resume
___ Proof of Security Clearance: Security Clearance Verification memorandum signed
   by State Security Officer, -OR- copy of SWFT System finger print verification
   /results.
___ 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 WYARNG AGR
   members are not required to submit NGB Form 34-1.
___ 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 Board Version of the Soldier Record Brief (SRB):
___ Statement of Service: NGB Form 23, Retirement Points Accounting Management
   (RPAM) Statement. The DD Form 1506 (Statement of Service) and statements of
   service from other components are also acceptable.
___ DA Form 705, Army Physical Fitness Test Scorecard: Per ATAG ACFT Guidance for
   TY20-TY22 and FRAGO 2 to HQDA EXORD 164-20 APFT and ACFT During the
   COVID-19 Outbreak, APFT requirement is currently suspended. Applicant’s last record
   APFT must be a pass.
___ Digital Training Management System (DTMS) Individual Height/Weight Report:
   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.
___ Standard Form 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 readiness standards IAW AR 40-501. Selected applicant must present a completed and approve Chapter 3 physical at the time of in-processing, 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.**
- 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 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.
- Applicants must not be subject to flagging actions when entering into the AGR program.
- Must have completed Military Funeral Honor (MFH) Training Level 2/Phase 1 - 2 months.
- Must be able to complete MFH Training Level 2/Phase 1 within 12 months.
- Must be able to complete the CAO/CNO Train the Trainer course within 12 months.

7. SPECIAL REQUIREMENTS

- 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 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 have completed Military Funeral Honor (MFH) Training Level 1/Phase 1-2
- Must be able to complete CAO/CNO within 6 months
- Must be able to complete MFH Training Level 2/Phase 1 within 12 months
- Must be able to complete the CAO/CNO Train the Trainer course within 12 months

8. POSITION DESCRIPTION

The purpose of this position is to provide administrative support to the state of Wyoming when casualties occur while Soldiers are in a duty and non-duty status. The incumbent of this position provides support to various individuals and numerous agencies. Supervises the development, management, and coordination of MFH program training for the state. Maintains documentation and records of certifications into the various NGB required systems. Oversees the recruitment, organization, and training of National Guardsmen from within the Guard communities to render MFH in a professional and dignified manner.

The incumbent is responsible for 24/7 casualty management within Wyoming, and must be able to respond when state casualty reports are generated.

**This is NOT an all-inclusive list of duties**