

In-service 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: **Readiness NCO**
Announcement No: **21-A106**
Opening Date: **25 NOV 2020**
Closing Date: **09 DEC 2020**
Max Grade Authorized: **E-7**
Min Grade Authorized: **E-6**
MOS Criteria: **13J**
Security Clearance: **SECRET**
Physical Profile: **222221**
Unit/Duty Location: **Casper, WY**
Female Asg Elig: **Open**
Nominating Official: **MAJ Jason Ruff**
Selecting Official: **CPT Luke Meyer**
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), Assistant Inspector General 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 POSTA requirement screenings.

5. **INSTRUCTIONS FOR APPLYING:** Applications may be accepted by mail, hand-delivered to AGR Branch or emailed to nq.wy.wyarng.list.dcsper-active-duty-management@mail.mil 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:	WY AGR Branch Points of Contact:
Wyoming Military Department DCSPER – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320	SSG Brandon Ormeroid (307) 772-5583 MAJ Daniel Johnson (307) 772-5220 E-Mail: ng.wy.wyarnng.list.dcsper-active-duty-management@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 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.
- All selected applicants are stabilized in initial AGR positions for 18 months. Recruiting and Retention Battalion (RRB) and Civil Support Team (CST) selected applicants are stabilized for 36 months from the date of SQI-4 and CSSC completion, respectively.
- Selected applicant must extend/reenlist for a period equal to or greater than initial tour end date.

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 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.