

**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 NCO**  
Announcement No: **21-A116**  
Opening Date: **05 JAN 2021**  
Closing Date: **04 FEB 2021**  
Min Grade Authorized: **E-4 on Current EPS List and BLC Complete**  
Max Grade Authorized: **E-6**  
MOS Criteria: **00F (Must possess or be able to acquire one of the following MOS within one year - 91E, 89B, 92Y, or 92G)**  
  
Security Clearance: **SECRET**  
Physical Profile: **222222**  
Unit/Duty Location: **Powell, WY**  
Female Asg Elig: **Open**  
Nominating Official: **CPT George Weiser**  
Selecting Official: **SFC Benjamin Postma**  
**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 email at [ng.wy.wyarng.list.dcsper-active-duty-management@mail.mil](mailto:ng.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. 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: 2340/045**

**UNIT/PARA/LINE: WY2YA2 / TBD**

<p>Submit applications to:</p> <p><b>Wyoming Military Department</b>  <b>DCSPER – AGR Branch</b>  <b>5410 Bishop Boulevard</b>  <b>Cheyenne, WY 82009-3320</b></p>	<p>WY AGR Branch Points of Contact:</p> <p>SSG Brandon Ormeroid (307) 772-5583  MAJ Daniel Johnson (307) 772-5220  E-Mail: <a href="mailto:nq.wy.wyarnq.list.dcsper-active-duty-management@mail.mil">nq.wy.wyarnq.list.dcsper-active-duty-management@mail.mil</a></p>
--	---

- \_\_\_\_\_ **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 & 40-502. 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 or, when authorized be able to obtain within 12 months, 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

Assists the Readiness NCO in the accomplishment of 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. 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. Prepares and completes documents related to unit training, training assemblies, and unit training activities. Maintains unit files in accordance with appropriate regulations. Conducts Annual Records Reviews, maintains Official Military Personnel Files in iPERMS, maintains digital systems of record including but not limited to AFCOS, MUP, DTS, SIDPERS, RCAS, IPPS-A, SIBx, MEDPROS, MED-Chart, RMS, GIMS and others as assigned. Attends all schools necessary for position, unit training assemblies and annual training events. Represents the unit as needed at public events. 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.