



## HRO Standard Operating Procedure (SOP) regarding Relationship Disclosure Procedure for HRO Staffing Personnel

1. The procedure contained herein will be used in conjunction with NGWY-TAG policy memorandum #14-40, Employment of Relatives which directs the HRO ensure employees who are related to each other are not in the same supervisory chain and do not have fiduciary authority over one another. Technician, State, and AGR hiring branches within HRO will ensure compliance with these procedures. Each new employee hired within the Wyoming Military Department will fill out the HRO Form 100, Declaration of Relatives prior to completion of new accession paperwork.

a. Technician applicants initially fill out an OF-306, Declaration of Federal Employment form when they apply through USA Jobs. The Services branch receives this form and reviews for any declaration of a relative working within the agency. If the Services branch identifies a potential conflict of interest, the reviewing official will bring this information to the attention of the Human Resources Officer for action.

b. AGR applicants disclose any relatives within the agency by filling out item #6 on their application for employment. The AGR hiring manager reviews the application for any declaration of a relative working within the agency as well as compliance with regulatory guidance contained in appropriate military regulations such as NGR 600-5, ANGI 36-101, and ANGI 36-2101. The AGR hiring manager will bring concerns to the HRO for action.

c. State applicants disclose any relatives working within the **State of Wyoming** on the initial application; family relationships between State employees and Federal employees working within the Wyoming Military Department will be disclosed at the time of job offer, the Declaration of Relatives form will also be completed during in-processing.

2. If HRO discovers a potential conflict upon hiring, they will produce a letter for TAG signature requesting authorization for the hire. The HRO will not proceed with the selection until they have obtained the authorization letter from the TAG. Supervisor (hiring official) will include justification, and/or organizational chart to clarify working relationships.

3. Before reassigning or moving a current employee from one position to another, the HRO Form 100, Declaration of Relatives will be filled out prior to the move. Staffing and Classification Branch will file the form with the SF 52 and other documentation required for the move.

#### 4. Additional Information:

a. "Brother-in-law" or "Sister-in-law": Defined as your spouse's sibling or your sibling's spouse. It does not include your spouse's sibling's spouse who is your spouse's brother or sister –in-law, but not yours.

b. "First Cousin": Defined as a child of the brother or sister of one's father or mother. It does not include a child of the brother or sister of your spouse's father or mother nor does it include the spouse of your First Cousin (both often called your "Cousin-in-law").



**DECLARATION OF RELATIVES WORKING WITHIN THE WYMD**

**APPLICANT’S NAME:**

I certify I Do / Do Not have a relative(s) employed with the Wyoming Military Department as defined below. *Applicants who have relative(s) working within the agency will declare the relationship below.*

FOR FEDERAL TECHNICIANS – father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half sister.

FOR AIR AND ARMY AGR - father, mother, son, daughter, brother, sister, uncle, aunt, first cousin, nephew, niece, husband, wife, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, or half sister

FOR STATE OF WYOMING EMPLOYEES – spouse, parent, stepparent, parent-in-law, child, stepchild, child-in-law, sibling, half-sibling, step-sibling, or sibling-in-law.

**USING THE SPACE BELOW, LIST ANY PERSON, THEIR POSITION, LOCATION, AND RELATIONSHIP TO YOU, WHO WORKS WITHIN THE WYOMING MILITARY DEPT.**

I certify the information provided is correct.

**APPLICANT’S PRINTED NAME AND SIGNATURE**

**DATE**

**SUPERVISOR’S PRINTED NAME AND SIGNATURE**

**DATE**

**Supervisor will provide any supporting justification and/or documentation.**

FOR HRO USE:

- Not involved in hiring process
- No fiduciary responsibility (time cards, training requests, leave, pay)
- No supervisory responsibility
- Other Conflict of Interest

HRO:           Approved

Disapproved

HRO SIGNATURE

DATE

TAG:           Approved

Disapproved

TAG SIGNATURE

DATE