

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: **Human Resource NCO**
Announcement No: **22-A136**
Opening Date: **16 JUN 2022**
Closing Date: **30 JUN 2022**
Min Grade Authorized: **E-5**
Max Grade Authorized: **E-6**
MOS Criteria: **42A or able to obtain with 12 months**
Security Clearance: **SECRET**
Physical Profile: **323222**
Unit/Duty Location: **Laramie, WY**
Female Asg Elig: **Open**
Nominating Official: **MAJ White, Ross**
Selecting Official: **MAJ White, Ross**
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.wyarnng.list.org-jobs@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.

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| <p style="text-align: center;">Submit applications to:</p> <p>Wyoming Military Department DCSPER – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</p> | <p style="text-align: center;">WY AGR Branch Points of Contact:</p> <p>SFC Zachary Simpson (307) 772-5157 CPT Eric Jacobs (307) 772-5220 E-Mail: ng.wy.wyarng.list.org-jobs@mail.mil</p> |
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- _____ **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

Provides briefings to Soldiers and dependents on services and benefits in Reserve status and upon mobilization and provides data analysis of IPPS-A actions for the unit. Receives documentation concerning military personnel transactions then dates and logs documentation to maintain an audit trail. Verifies current information in IPPS-A to substantiate requested action, and if accurate, processes and inputs action into database. Reconciles report of previous day's entries against electronic documentation, identifies erroneous entries, and correctly inputs action to resolve the error. Forwards documents/documentation, as required, to other work centers for further processing. Generates and distributes reports to the appropriate user. Participates in readiness/mobilization Annual Records Review (ARR) activities. Performs detailed regulatory and procedural review, and processes a variety of routine military human resource transactions which may include but are not limited to: accessions, promotions, transfers, boards, incentives, training, and personal recognition of enlisted and officer personnel of the unit. Determines the validity of the requested action and insures that requirements related to the request are met. Notifies subordinate units of documentation requiring corrections or for those actions that are incomplete. Interviews personnel as required to obtain data needed to complete actions. Maintains all required forms, makes additions, revisions, or deletions to records, policies and procedures.

Recognizes limited, well-defined and approved alternatives for meeting criteria or justifying exceptions. Researches and/or provides information regarding a variety of rules, regulations, procedures, and requirements to provide explanations of actions taken or recommended. Drafts or prepares related correspondence for appropriate signature. Retrieves data from information sources, both manual and electronic, for use in answering questions, responding to correspondence, or preparing reports. Attends all unit training assemblies, additional training assemblies and annual training assemblies. Performs other duties as assigned