

HUMAN RESOURCES OFFICE
 MARYLAND NATIONAL GUARD
 29TH DIVISION STREET
 BALTIMORE, MARYLAND 21201-2288
 TELEPHONE: (410) 576-6111

POSITION VACANCY ANNOUNCEMENT #13-105 OPENING DATE: 28 August 2013 CLOSING DATE: 12 September 2013

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: X ARMY NATIONAL GUARD _____ AIR NATIONAL GUARD

POSITION TITLE: SECTION SGT (12N30) HIGHEST GRADE AUTHORIZED SSG/E6

ORGANIZATION AND LOCATION: 243 ENGINEER HAUL TEAM, 1100 BROWN AVENUE, CUMBERLAND, MARYLAND 21502

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee.

WHO MAY APPLY: OPEN TO CURRENT ON-BOARD AGR ENLISTED SOLDIERS, WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR OF THE MARYLAND ARMY NATIONAL GUARD ONLY.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Must be in a Ready Reserve status. 2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55th birthday. 3. Must not be under current suspension of favorable personnel actions. 4. Must not be entitled to receive Federal military retired or retainer pay. 5. Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of active service and before MRD. 6. Personnel applying for an initial tour with fifteen (15) or more years of active military duty credited toward retirement must have a waiver from the National Guard Bureau (NGB-ARM) prior to placement on tour. 7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation. 8. Applicants who have voluntarily separated from the AGR Program in lieu of adverse personnel actions, or who have been involuntarily separated from the AGR Program are not eligible to re-enter the program. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18. 2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry. 3. Must not be pregnant per AR 40-501 and AR 600-110. 4. Must meet the body composition standards prescribed in AR 600-9. 5. Must meet the medical fitness standards for retention per AR 40-501, chapter 3; PHA or flight physical must be within 12 months prior to initial entry. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry. 6. Must be able to complete the Military Education requirements commensurate with the military grade. 7. Enlisted Soldiers in grades E6 and above must possess the required grade, MOS and skill level required by AGR duty position (except for detailed recruiting positions) per AR 135-18, Table 2-1(F) 2a: SSG and above not MOSQ may apply, (unless job stipulates otherwise),but must take a reduction to SGT and submit a memo with their application stating they are willing to take a grade reduction to SGT. 8. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26. 	<ol style="list-style-type: none"> 1. Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18. 2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months. 3. Failure to qualify in AGR duty position MOS within 12 months of assignment will result in mandatory separation from the AGR Program per Chapter 6, NGR 600-5. 4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide. 5. Soldiers who have not completed a minimum of 18 months of their initial tour may request a waiver of the 18 months stabilization rule <u>through their current Command</u> to be approved by the <u>Chief of Staff (CoS)</u>. 6. Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), SF 52 w/Executive Summary from Command, and original application packet. 7. A copy of the complete Stabilization Rule waiver along with a copy of the application must reach HRO prior to closing date of the announcement; originals must reach the CoS office prior to the closing date of the announcement.

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Pay Calculator <<http://www.dfas.mil/militarypay.html>>
 BAH Calculator <<http://www.defensetravel.dod.mil/perdiem/bah.html>>

DESCRIPTION OF DUTIES: MOSC 12N30. Serves as a Horizontal Construction Supervisor, Section Sergeant, supervises activities related to the utilization of heavy construction and lifting equipment in support of construction operations while at home-station or on deployment. Estimate equipment and operator requirements to assist in the development of resource requests and network flow diagrams. Assists in the supervision of construction equipment operations; organizes and directs mobility and counter-mobility missions. Prepares unit training schedules, Coordinates training aids and resources as directed by Company Commander. Documents training and individual Soldier readiness data. Facilitates administrative management of the unit on a daily basis. Reviews, inputs, coordinate and manage individual Soldier school applications. Assists the unit commander in coordinating, resourcing, documenting and assessing Soldier training and unit training and readiness. Responsible for insuring successful accomplishment of tasks which support the units training programs. Drafts training schedules for Commander's approval. Maintains the unit training library. Prepare and submit requests for training areas, vehicles, equipment, ranges and other training needs. Advises the Commander on mobilization and readiness requirements. Prepares and disseminates unit OPLANS/OPORDS. Forecasts and processes soldier pay. Attends meetings as directed by the fulltime supervisor and unit Commander. Additional duties include FRSG Unit POC, Safety NCO, Alternate AA&E Custodian, Alternate Key Custodian, Physical Security NCO, Mail Control NCO, and Armory Manager.

QUALIFICATIONS REQUIRED: MOS: 12N30 *Physical demands rating and qualifications for initial award of MOS.* Horizontal construction engineer must possess the following qualifications: (1) Physical demands rating--N/A. (2) A physical profile of 222221. (3) Red/green color discrimination. (4) Qualifying scores. (a) A minimum score of 90 in aptitude area GM in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. (b) A minimum score of 90 in aptitude area GM on ASVAB tests administered on and after 2 January 2002. (5) Must possess a valid state motor vehicle operator license. (6) Formal training (completion of MOS 12N course conducted under the auspices of the USA Engineer Center and School, or meet civilian acquired skills criteria per paragraph 9-5b of this pamphlet and in paragraph (7) below. (7) ACASP qualification criteria. (a) Must have 2 years of experience as operator of crawler or wheeled tractors, graders, or loaders, hydraulic excavators, backhoe loaders, rollers, air compressors, tractor trailers, water distributors, dump trucks and be certified as Civil Service-rated heavy construction equipment operator, WG-4, or have 2 years of experience, be apprenticed member of International Union of Operating Engineers or an equivalent. (b) Have a valid state motor vehicle license.

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the AGR Tour Continuation Board and the Adjutant General.
3. Initial Tour AGR soldiers who do not become MOS/AOC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
5. Except for mobilization or other emergency, member accepted for tour normally will not be subject to reassignment during the first 18 months of initial tour. After 18 months of initial tour, soldier may be reassigned without consent or without geographical limitations to meet the needs of the service.
6. As a condition of employment, service members are required to attend mandatory PEC training courses associated with their FTS positions. Failure to complete course(s) at PEC within the first year of employment may be cause for reassignment to other FT positions or termination from employment.
7. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

SUBMIT PACKETS IN THE FOLLOWING ORDER.

1. NGB Form 34-1, completed, signed, dated and annotated job number and email contact information.
2. Selected individual must have a current Periodic Health Assessment (PHA) and HIV Test.
3. Signed certified copy of updated DA Form 2-1- OR - updated Enlisted Record Brief (ERB)/Officer Record Brief (ORB).
4. Updated Personnel Qualification Record (PQR).
5. Five latest NCOERs/OERs and as available for junior Soldier/NCO applicants. (Gaps in rating periods MUST be explained by in writing.)
6. Letter of recommendation / performance evaluation on individuals not requiring an NCOER/OER.
7. Personal photograph in Class A uniform (E5 and below), DA photo in Class A uniform (E6 and above, no more than 5 years old).
8. All Soldiers must have documentation showing they meet current HT/WT Standards IAW AR 600-9; provide Tape Test DA Form 5500 (Males), DA Form 5501 (Females).
9. All Soldiers must have documentation showing they meet current Army Physical Fitness retention standards IAW AR 40-501; provide DA Form 705 showing a current APFT, not more than 6 months old AGR members and 12 months for traditional members.
10. DA 3349 must be submitted for Soldiers with Permanent Profiles.
11. Unit memo or documentation verifying no Flagging Actions.
12. INITIAL ENTRY ONLY: (BOTH of the following must be submitted)
 - a) Retirement Points History Statement (NGB Form 23)
 - b) Provide all DD Form 214s. (Long version copies 2, 4, 7, or 8)
13. Forward application and attachments to:
Human Resources Office
ATTN: MDNG-HRO-AGR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288
14. Application screening will be made without regard to race, religion, color, gender, or national origin.
15. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
16. Selection criteria are based on military education, experience in career management field, source of MOS/AOC, civilian education and experience related to the position.
17. Eligibility of Guardswomen will be consistent with applicable assignment policies of NGR 600-100 for Officer, NGR 600-101 for Warrant Officers and NGR 600-200 for Enlisted.

NOTE: Include the Job Number and Job Title on your application. Applications received after the closing date will be returned.

BINDERS/FOLDERS ARE NOT NECESSARY. APPLICATIONS SUBMITTED IN BINDERS/FOLDERS WILL BE REMOVED PRIOR TO BEING FORWARDED TO INTERVIEWING OFFICIALS. BINDERS/FOLDERS WILL NOT BE RETURNED.