

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

POSITION VACANCY ANNOUNCEMENT #14-033 OPENING DATE: 27 December 2013 CLOSING DATE: 10 January 2014

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

(ALSO ADVERTISED AS TECHNICIAN, SEE VACANCY ANNOUNCEMENT #14-034A)

BRANCH OF SERVICE:  X  ARMY NATIONAL GUARD   AIR NATIONAL GUARD

POSITION TITLE: State Construction & Facilities Management Officer (01A00)/ Branch Chief/ Environmental Officer.

HIGHEST GRADE AUTHORIZED: LTC/O5

ORGANIZATION AND LOCATION: JFHQ, 29<sup>th</sup> Division Street, Baltimore Maryland 21201

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

WHO MAY APPLY: OPEN TO (MAJ/O4-LTC/O5 ONLY) ON-BOARD AGR OFFICERS OF THE MARYLAND ARMY NATIONAL GUARD ONLY.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> <li>Must be in a Ready Reserve status.</li> <li>If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55<sup>th</sup> birthday.</li> <li>Must not be under current suspension of favorable personnel actions.</li> <li>Must not be entitled to receive Federal military retired or retainer pay.</li> <li>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.</li> <li>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.</li> <li>Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>Must possess the qualifications prescribed in Table 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18.</li> <li>Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.</li> <li>Must not be pregnant per AR 40-501 and AR 600-110.</li> <li>Must meet the body composition standards prescribed in AR 600-9.</li> <li>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.</li> <li>Must be able to complete the Military Education requirements commensurate with the military grade.</li> <li>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.</li> <li>Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26.</li> </ol>	<ol style="list-style-type: none"> <li>Must possess the qualifications prescribed in Table 2-4 and not be disqualified under Tables 2-5 or 2-6 IAW AR 135-18.</li> <li>Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months.</li> <li>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.</li> <li>Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.</li> <li><b>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>.</b></li> <li><b>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.</b></li> <li><b>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.</b></li> </ol>

PARA            LIN            SEQ #            W8A5AA  
270F            01            xxxx-xxxxxx            100  
Pay Calculator <<http://www.dfas.mil/militarypay.html>>

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

**DESCRIPTION OF DUTIES:** Serves as principal advisor to the Adjutant General, Maryland Army National Guard Commander and Chief of Staff on all aspects of State ARNG construction, facilities management, environmental, and other associated programs. Establishes local program policies/procedures; establishes/monitors internal program controls; and ensures uniform application/compliance with federal, state, and local law, ARNG policies, procedures and guidelines, and professional engineering and construction codes/practices. Develops long and short range plans, including the ARNG facilities Long Range 25 year Master Plans and multi-million dollar Long Range Construction Plan (LRCP), considering operational trends, forecasting requirements, and source/proportional allocation of funds, manpower, equipment, and materiel. Makes decisions/commitments related to technical, administrative, and program management issues, such as, contracting out or performing work in-house; prioritizing new construction and/or maintenance projects; certifying the technical acceptance of completed work; referring real estate acquisition/disposal proposals or needs; and others related to environmental issues and personnel actions. Develops/maintains effective staff working relationships with other activities, such as USPFO, Logistics, Transportation, Communications, Safety, Training, and Personnel. Directs program/project activities through a subordinate supervisory staff and a work force consisting of federal, state, and other full and part time employees, including a multitude of technical experts such as professional architects, engineers, engineering technicians, environmentalists, skilled craftspeople in highly diversified occupations, and persons in administrative specialties such as budgeting, contracting, data processing, real estate, and personnel. Personally and/or through subordinate supervisors, performs or directs performance of the following programs/activities: Architectural & Engineering Activities: Prepares in-house and/or contracted architectural and engineering (A&E) master plans, construction/maintenance project plans, and specifications and bidding documents. Military Construction Program: Plans, develops, coordinates, and manages the state's multi-million dollar ARNG Military Construction (MILCON) program through either state or federal contracting procedures. Operations and Maintenance Facilities Program: Plans, develops, and executes the state's ARNG facilities real property operations, maintenance, and repair program, which includes minor construction, modifications, maintenance, and repair of buildings, surfaced areas, and other ARNG structures, as well as utilities projects. Environmental Program: Manages and directs the execution of the highly visible and active state ARNG Environmental program. Manages and/or provides oversight of program/project contracts from preparation, to award, through close-out. Manages statewide ARNG real estate, including advising the Adjutant General on purchase, leased, and/or donated site acquisitions, needed disposals and associated activities. Prepares budget requirements and funding justifications for each program, and submits/defends budget requests to state and NGB officials. Develops, integrates, and/or manages a number of complex state and Federal software systems to effectively and efficiently execute mission requirements, while both tracking and forecasting budgetary, resource management, real property, project management, and other types of reports and information to National Guard Bureau, the Army, the USPFO, and the State. Manages/administers other state ARNG programs and projects, such as Intrusion Detection Systems (IDS) operation and maintenance; provision of facilities physical security, and/or energy conservation. Performs other duties as assigned.

**QUALIFICATIONS REQUIRED:** MOS 01A00. Branch immaterial. **OPEN TO CURRENT (MAJ/O4- LTC/O5) AGR OFFICERS OF THE MARYLAND ARMY NATIONAL GUARD ONLY.** AGR applicant must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Educational requirements commensurate with their military grade. Must possess a valid security clearance required for the grade, MOS/AOC and AGR duty position.

#### **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.
4. 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.
5. 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.
6. Must sign a Certificate of Agreement and Understanding prior to being ordered to AGR duty.
7. Must have or have the ability to obtain and maintain a Secret Security Clearance.

**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  
29<sup>th</sup> 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.**