

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

POSITION VACANCY ANNOUNCEMENT #14-068 OPENING DATE 12 March 2014 CLOSING DATE: 10 April 2014

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

BRANCH OF SERVICE:  X  ARMY NATIONAL GUARD       AIR NATIONAL GUARD

POSITION TITLE:  ADMIN NCO/ ASST SQ LDR (31B20)  HIGHEST GRADE AUTHORIZED:  SGT/E5

ORGANIZATION AND LOCATION:  29<sup>th</sup> MP CO (-), 350 Hahn Road, Westminster, Maryland 21157 With Duty Location of MG Boyd M. Cook Readiness Center, 13817 Ritchie Road, Cascade, Maryland 21719

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 AND TRADITIONAL SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD ONLY.**

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> <li>1. Must be in a Ready Reserve status.</li> <li>2. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55<sup>th</sup> birthday.</li> <li>3. Must not be under current suspension of favorable personnel actions.</li> <li>4. Must not be entitled to receive Federal military retired or retainer pay.</li> <li>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.</li> <li>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.</li> <li>7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation.</li> <li>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.</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.</li> <li>3. Must not be pregnant per AR 40-501 and AR 600-110.</li> <li>4. Must meet the body composition standards prescribed in AR 600-9.</li> <li>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.</li> <li>6. Must be able to complete the Military Education requirements commensurate with the military grade.</li> <li>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.</li> <li>8. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26.</li> </ol>	<ol style="list-style-type: none"> <li>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.</li> <li>2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months.</li> <li>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.</li> <li>4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.</li> <li>5. <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>6. <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>7. <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 #            WY6VAA  
 102            09            xxxx-xxxxxx            250

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

**DESCRIPTION OF DUTIES:** MOS: 31B20, Provides administrative support for unit of assignment. Assists the commander, 1SG and Readiness NCO in performing unit-level human resources actions. Reviews and processes STAP packets, NCOERs, and MILPO orders. Maintain correspondence tracking log. Assists in managing pay actions. Must be able to type military and non-military correspondence, messages, orders, reports, regulations, forms, requisitions, directives, SOPS, and similar material. Material is typed in both draft and final copy using written notes, drafts, verbal instructions or other sources to produce copy. Prepares copy in proper format and in compliance with appropriate regulations, directives, policies, etc. Employs basic principles of English grammar and composition. Proofreads typed material and corrects as necessary. Assembles final product for review, signature, authentication or other disposition. Serves as the primary manager of electronic distribution and administrative correspondence. PERFORMS OTHER DUTIES AS ASSIGNED.

**QUALIFICATIONS REQUIRED:** MOS: 31B20. Physical demands rating and qualifications for initial award of MOS. (Qualifications in subparagraphs (5), (6), (7), (8), (9), (10), (11), (13) and (14) below are required for retention of MOS). Military police must possess the following qualifications: (1) A physical demands rating of heavy. (2) A physical profile of 222221. (3) Red/green color discrimination. (4) Qualifying scores. (a) A minimum score of 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. (b) A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. (c) A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 Jul 2004. (5) A security eligibility of SECRET is required for the initial award and to maintain the MOS. (a) Requirements for a SECRET clearance eligibility is effective 01 August 2010 for all new accessions and reclassifications into MOS 31B. (b) Requirement for a SECRET eligibility is effective 01 August 2013 for all Soldiers maintaining MOS 31B who entered service prior to 01 August 2010. (6) The Soldier must be a U.S. citizen. (a) Requirement to be a U.S. citizen is effective 01 August 2010 for all new accessions into MOS 31B. (b) Requirement to be a U.S. citizen is effective 01 August 2013 for all Soldiers holding MOS 31B who entered service prior to 01 August 2010. (7) Meets all requirements for Personnel Reliability Program (PRP) qualifications. (8) Must possess a valid state motor vehicle operator license. (9) No objection to performing security duties in the vicinity of nuclear or chemical munitions stored or staged for military use. (10) No record of more than 15 days lost under section 972-10-USC. (11) No information in Provost Marshal Office, Intelligence Office, Military Personnel Record Jacket (MPRJ) or medical records which would prevent the granting of a security clearance under AR 380-67. (12) No record of pre-trial intervention or conviction by military or civil court of the following: (a) Any offense involving force or violence. (b) Any offense listed under AR 601-210, para 4-22 (misdemeanor), or similar offense not listed for which the maximum possible sentence exceeds 4 months of confinement. (c) Two or more offenses within 5 years prior to the date of enlistment listed under AR 601-210, para 4-21 (minor non-traffic), or similar offense not listed for which the maximum possible sentence is less than 4 months confinement. (d) Three or more minor traffic offenses as listed under AR 601-210, para 4-20 (minor traffic) during the 12 months period prior to entry on active duty (does not include traffic violations considered misdemeanor or felony by virtue of fine amount per AR 601-210. (e) No pattern of behavior or actions that is reasonably indicative of a contemptuous attitude toward the law or other duly constituted authority. (13) Minimum age of 18 at time of entrance on active duty. (14) NPS applicants enlisting, into the ARNG or USAR for MOS 31B may enlist at 17 years of age with the Split Training Option (STO) if otherwise qualified. All STO enlistees must have reached their 18<sup>th</sup> birthday prior to attending Advanced Individual Training (AIT). (15) All prior MOS 31B Soldiers serving in another MOS for more than 36 months, reclassifying into MOS 31B must request proponent determination. (16) No record of possession or use of any narcotic or non-narcotic drug as defined by Article 134, UCMJ and AR 600-50. (Personnel entering active duty may be granted waiver at Military Entrance Processing Station by the AHRC Security Interviewer DoD policy on cannabis use.) (17) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24. (18) Formal training (completion of MOS 31B course conducted under the auspices of the U.S. Army Military Police School) mandatory. (19) All applicants for MOS 31B must be interviewed by AHRC Security Interviewer. Waivers will only be granted by DA G-1 (DAPE-MPA-RP). All Active Component service members reclassifying for MOS 31B must be interviewed by local Provost NCO (SFC or above) or Provost Marshal (CPT or above). PMO required to conduct local record check (NCIC or COPS (Centralized Operations Police Suite)) to ensure no disqualifying offenses as indicated above. All Reserve Component service members reclassifying for MOS 31B must be interviewed by a senior MP NCO (SFC or above) or MP Officer (CPT or above) in the gaining MP unit as well as a local records check. In either case, written endorsement must accompany re-enlistment contract.

## 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.
8. Must have or have the ability to obtain and maintain a Secret Security Clearance.

## APPLICATION PROCEDURES / REQUIRED DOCUMENTS

### INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

#### **SUBMIT PACKETS IN THE FOLLOWING ORDER. DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.**

1. NGB Form 34-1, **DATED 20131111** completed, signed, dated and annotated job number and email contact information.
2. Selected individual must have a current Periodic Health Assessment (**PHA within 12 months**) and HIV Test (**within 24months**).(MEDPROS Report)
3. Signed certified copy of **updated** DA Form 2-1- **QR** - **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/ASU (E5 and below), DA photo in Class A uniform/ASU (E6 and above, no more than 5 years old). **Or, a memorandum from your Unit stating you were not issued a dress uniform.**
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). **Not more than 6 months old.**
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**