

Maryland Army National Guard

TRADITIONAL (M-DAY) POSITION VACANCY ANNOUNCEMENT

OPENING DATE: 8-Nov-12 CLOSING DATE: 8-Dec-12 BOARD DATE: TBD

POSITION TITLE: Aide-de-Camp PARA/LIN: 101A / 07 AOC/SSI/FA/MOS: 01A00

HIGHEST GRADE AUTHORIZED: First Lieutenant (O2) BRANCH: BR IMMATERIAL

ORGANIZATION & LOCATION: Detachment 1, HSC, 29th Infantry Division
MG Harry C. Ruhl Armory
1035 York Road
Towson, Maryland 21204-2517

WHO MAY APPLY: **Open to all current traditional (M-DAY) Officers of the Maryland Army National Guard in the rank of 1LT.**

DESCRIPTION OF DUTIES: Detachment 1, HSC, 29th Infantry Division. Serve as the Aide-de-Camp to the Deputy Commanding General - Support, 29th Infantry Division, providing for the DCG's personal well-being and security. Assist in preparing and organizing schedules, activities, and calendars. Greet and host the DCG's visitors and coordinate protocol activities as required. Serve as executive assistant to the DCG and supervise other personal staff members (e.g., driver, enlisted aide). Work in concert with the Rear Det Commander, Senior Enlisted Advisor, and Division Staff Officers as required.

REQUIRED QUALIFICATIONS: Applicant must be an officer in the grade of O2 and have completed military/civilian education commensurate with rank, policy, and regulation. Current Secret clearance.

SPECIAL INFORMATION

Position is not gender restricted. Assignment limitations of NGR 600-100 apply. Application for this position DOES NOT constitute application for entry into the fulltime federal technician or Active Guard Reserve (AGR) programs. This announcement is for an officer position within Det 1, HSC, 29th ID PARA/LIN 101A/07

APPLICATION PROCEDURES

Forward the documents listed below to: I&S Co, STB, 29th ID ATTN: CW2 Michelle Sutera
PVT HENRY G. COSTIN ARMORY
8601 Odell Road
Laurel, Maryland 20708-3531

1. Military Resume (Biographical Summary) in accordance with format in Appendix H NGR 600-100 (Officer applicants only).
2. Three most current available OERs/NCOERs.
3. DA Form 2-1
4. Personnel Qualifications Record (PQR) printed from UPS.
5. DA Form 705 (APFT Scorecard) within 12 months of the board date. A physical profile may be submitted in lieu of APFT record.
6. Height-Weight Statements within 6 months of the board date. DA Form 5500-R/5501-R must be included if soldier exceeds authorized screening table weight of AR 600-9.
7. Optional applicant memorandum to provide additional information to the president of the selection board not contained in the above listed documents.

All applications will be screened without regard to ethnicity, religion, gender or national origin. Selection will be made the basis of military education, skills and individual experience.

Questions concerning this position vacancy announcement should be directed to:
CW2 MICHELLE SUTERA Commercial: 301-210-2301 / 2311 E-Mail: michelle.c.sutera@us.army.mil