

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

**POSITION VACANCY ANNOUNCEMENT #15-139 OPENING DATE: 29 September 2015 CLOSING DATE: 28 October 2015**

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

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

**POSITION TITLE:** AVIATION OPS SGT (15P20) **HIGHEST GRADE AUTHORIZED:** SGT/E5

**ORGANIZATION AND LOCATION:** HHC 1-224 AVN, BLDG E4305 EDGEWOOD AREA, APG, MARYLAND 21010

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

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

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
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 55 <sup>th</sup> 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.	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.	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. <b>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>.</b> <b>6. Stabilization Rule waiver consists of: Letter from Soldier, Endorsements from Chain of Command (CoC), w/Executive Summary from Command, and original application packet.</b> <b>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.</b>

**PARA**                      **LIN**                      **SEQ #**                      **WP7QT0**  
**105**                      **02**                      **xxxx-xxxxxx**                      **596**

Pay Calculator <<http://www.dfas.mil/militarypay.html>>

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

**DESCRIPTION OF DUTIES: MOS: 15P20** The selected individual will function as the Aviation Operations Specialist. Primary duties: Supervises and instructs subordinates in proper work technique and procedure. Reviews, consolidates, and prepares technical reports. Know procedures for reporting flight violations. Prepare situation map. Supervise receipt and transfer of classified material. Participate in the development of a tactical crash rescue system. Processes cross-country and local flight clearances, including examination for conformance with flight rules, and regulations. Prepares and maintains cross country kits. Checks accuracy of flight plans. Coordinates flight plans with all related agencies. Maintain flight information on inbound and outbound flights. Monitor, with the proper agencies, overdue flights. Alerts crash crew for emergencies. Maintains current file on aircraft flying regulations and navigation information, such as Army, DoD and FAA regulations, DoD flight information publications (FLIPS) and aeronautical charts. Provides assistance to enhance the readiness status of the unit. Readiness encompasses training, mobilization planning, logistics, maintenance, pay, and personnel actions. Responsible for supervising the successful accomplishment of the commander's objectives and improving the overall readiness of the unit. Anticipates and recommends solutions for all areas of readiness. Advises the commander on all training related issues. Manages individual training by proper use of AFAM, ATRRS, DTMS, and AFCOS. Will perform other duties as required. Must possess a valid state motor vehicle operator license and be able to operate military vehicles and equipment organic to the unit. Completes all other duties as assigned.

**QUALIFICATIONS REQUIRED: MOS: 15P20** Physical demands rating and qualifications for initial award of MOS. (a) **A physical demands rating of light. A physical profile of 222221. Qualifying scores. A minimum score of 95 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. 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. A minimum score of 91 in aptitude area ST on ASVAB tests administered on and after 1 July 2004.** (d) A security eligibility of SECRET is required for the initial award and to maintain the MOS. As per AR 600-8-19, promotion to MSG/SGM requires a security eligibility of an interim SECRET clearance or higher. (e) A U.S. Citizen. (f) Reclassification: (2) Alcohol and drug abuse as defined below will disqualify any Soldier or potential enlistee from this MOS. This disqualification will not be waived, even though the Soldier/potential enlistee satisfactorily completes the Army Substance Abuse Program (ASAP) or a civilian equivalent, except as specified below: (a) A medically diagnosed history of alcohol abuse as defined in the substance use disorder section of the Diagnostic and Statistical Manual, 4th Edition, 2000 "text revision" (DSM-IV) is disqualifying. Cdr, HRC may waive this disqualification after a Soldier/potential enlistee in this MOS successfully completes the Army ASAP Education, outpatient or inpatient programs or its civilian equivalent, based on the recommendations of the chain of command and the Cdr, USA Aeromedical Center. A Soldier/potential enlistee who completes any aspect of ASAP and is involved in an additional offense involving alcohol or alcohol abuse will be immediately reclassified or denied enlistment in this MOS as a high risk. (b) Except as provided in (e) below, a wrongful or improper use of narcotic or other controlled substance or dangerous drug as defined by Title 21 United States Code (USC) Controlled Substances Act, Section 801, et seq, is disqualifying. (c) A positive result of urine test administered per AR 600-85 The Army Substance Abuse Program, that leads to medical evaluation and a finding of "no diagnosis apparent, improper use" is disqualifying. (d) Except as provided in (e) below, a documented instance of the use, sale, transfer, possession, or manufacture of any narcotic or other controlled substance or dangerous drug as defined by 21 USC 801, et seq, is disqualifying. A documented instance includes conviction by any courts martial or any civilian court. Convictions include juvenile adjudication, non judicial punishment under Article 15, UCMJ, or voluntary confession after proper rights warning according to Article 31(b), UCMJ. (e) A Soldier or potential enlistee will not be disqualified for teenage civilian experimentation with marijuana or other cannabinoids disclosed in voluntary confessions of drug experimentation documented solely by information obtained from DD Form (SF) 2808 Report of Medical Examination or DD Form (SF) 2807-2 Medical Prescreen of Medical History Report. (Experimentation is defined as one time use or casual use over a short period of time resulting from peer pressure.) The use disclosed must have occurred prior to the individual's 18th birthday, and prior to enlistment in any armed force. (3) MOS closed for reclassification to Soldiers who have been deemed permanently non-deployable in accordance with AR 614-30, AR 40-501, AR 220-1 and AR 600-8-101. Soldiers must meet the minimum criteria for retainability stated in AR 600-60, paragraph 4-2(b) and be fully deployable to all locations and echelons.

## 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.

## 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. Certified/updated copy of 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). **And 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: NGMD-AG-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**