

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
29TH DIVISION STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (410) 576-6175

POSITION VACANCY ANNOUNCEMENT # 16-059 OPENING DATE: 23 March 2016 CLOSING DATE: 6 April 2016

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

BRANCH OF SERVICE:  X  ARMY NATIONAL GUARD   AIR NATIONAL GUARD

POSITION TITLE:  ASST OPNS OFFICER  HIGHEST GRADE AUTHORIZED:  MAJ/O4

ORGANIZATION AND LOCATION:  HQ 70<sup>th</sup> Regiment, Building E4222, Edgewood, Maryland 21010

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

**WHO MAY APPLY: OPEN TO ON-BOARD (MAJ/O4 OR Promotable CPT/O3's) AGR 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"> <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 2-4 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 3, 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), 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 #                      W8FBAA  
001C                      02                      xxxx-xxxxxx                      102

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

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

**DESCRIPTION OF DUTIES: MOS: 01A00** Responsible for assisting the Regiment S3 is all operations, plans, organization, and training of the Regional Training Institute for Maryland (RTI-MD); assists, prepares, coordinates, authenticates, and publishes operations plans and orders; develops the yearly training calendar; works on the staff and assists to determine requirements for and allocation training resources for the courses conducted; assists the commanders to supervise the execution of the individual readiness training; action officer for special projects. Supports the efforts of the S3 and Regimental Commander as new training programs are added to the units' mission; and, assists with special schools. Responsibilities of OCS Course Manager, responsible for developing TASS Regional policy supplements, local operating procedures and directives, ensuring that established admission standards, academic standards and leadership standards are adhered to. Uses resources such as the Army Training Requirements and Resources System (ATRRS), AFAM, TAMIS, RFMSS, DTMS, AFMIS, etc. The incumbent ensures that organizations adhere to timelines established by the Training Management Life Cycle either through command and control or coordinating authority. Monitors the training battalions' execution of training missions and provides assistance as necessary. Conducts cross-state coordination through appropriate coordination authority channels. Responsibilities also include, screening and selecting students for training programs. Establish and maintain a candidate record IAW CMP for each student enrolled in OCS prior to their attendance at Phase 1. Ensures that candidates provide all documentation required for enrollment into Phase 1 of COS IAW NGR and any additional published guidance by NGB prior to arrival at Phase 1 training. Ensures all cadre meet all requirements established in CMP. Coordinates with OCS TASS battalion for proponent certification. Maintains training records/documents at the training location. Screens all files IAW the requirements listed in the CMP for Phase 2 and Phase 3.

**QUALIFICATIONS REQUIRED: MOS: 01A00** AGR applicants must possess an AOC compatible with the duty position IAW Table 2-1 AR 350-18. Must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. **Applicant must be qualified for appointment in the position based on MTOE/TDA duty assignment.** Must not have any flagging actions. Graduate of Captain's Career Course. Must hold a Secret security clearance. Must meet the physical requirements of AR 350-15, AR 600-9 and AR 40-501. Applicant must not be currently under suspension of favorable actions. Must be in the ranks of Major or Captain eligible for promotion immediately upon selection who meet the eligibility criteria. Knowledge of TASS Regiment/RTI instructional programs and budget projections is required.

#### **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.

## 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 17:00 on 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**