

Maryland Army National Guard

WARRANT OFFICER POSITION VACANCY ANNOUNCEMENT

OPENING DATE: 14 May 2016 CLOSING DATE: 14 June 2016 BOARD DATE: (TO BE DETERMINED)

POSITION TITLE: PERSONNEL OFFICER PARA/LIN: 101/04 (JFHQ 007B/05) AOC/SSI/FA/MOS: 420A00

HIGHEST GRADE AUTHORIZED: CW3 BRANCH: AG

ORGANIZATION & LOCATION: MDNG JOINT STAFF
CAMP FRETTERD MILITARY
RESERVATION
5405 Rue Saint Lo Drive
Reisterstown, Maryland 21136

WHO MAY APPLY: Open to all Traditional Officers of the Maryland Army National Guard, who meet the eligibility criteria in the rank of CW3 or eligible for promotion upon selection and those eligible to join the MDNG.

DESCRIPTION OF DUTIES:

Serves as the Personnel Officer for the MDNG JFHQ Joint Staff. Accountable to the J1 for matters concerning military human resources to include personnel readiness, personnel services coordination, and manpower management for the Joint Staff of all forces assigned, attached, or under the authority of the Governor for state DSCA missions. Responsible for monitoring strength maintenance, MWR, awards and recommendations, casualty operations, and administrative support during state active duty missions and or federal emergencies. Prepares personnel related estimates and annexes for the Director of Joint Staff and staff, participates in planning, mission analysis, training, and COA development.

REQUIRED QUALIFICATIONS: Applicant must have completed military/civilain education commensurate with rank, policy and regulation. 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 personnel actions. The position requires a Secret clearance.

SPECIAL INFORMATION

Must be branched Adjutant Corps. Must hold a Secret clearance. Must be in grade of CW3 or promotable to within one year upon assignment.

APPLICATION PROCEDURES

Forward the documents listed below to:
MAJ Chase Burnett
Patrick.c.burnett.mil@mail.mil
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288

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. Current ORB/ERB
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:
MAJ Chase Burnett Commercial: 410-576-6114 E-Mail: Patrick.c.burnett.mil@mail.mil