

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

POSITION VACANCY ANNOUNCEMENT #16-082 OPENING DATE: DATE: 24 May 2016 CLOSING DATE: 07 June 2016

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

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: ASST INSPECTOR GENERAL (Immaterial) HIGHEST GRADE AUTHORIZED: SFC/E7

ORGANIZATION AND LOCATION: ARNG STAFF ELEMENT JFHQ MD, Fifth Regiment Armory, Baltimore, Maryland 21201 With Duty Location of CFMR, Reisterstown, Maryland 21136

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

**WHO MAY APPLY: OPEN TO ON-BOARD (SFC/E7 OR Promotable SSG/E6) AGR MEMBERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR OF THE MARYLAND ARMY NATIONAL GUARD ONLY. IF SSG IS SELECTED FOR THE POSITION, PROMOTION WILL NOT OCCUR UNTIL IG NOMINATION PACKET HAS BEEN APPROVED BY THE INSPECTOR GENERAL AND THE SELECTED NOMINEE COMPLETES THE INSPECTOR GENERAL SCHOOL**

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.	N/A	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 3, 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 through their current Command to be approved by the Chief of Staff (CoS).</b> <b>6. 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> <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>

**DESCRIPTION OF DUTIES:** Serves as an Assistant Inspector General (IG) for the Maryland National Guard (MDNG). Provides assistance services and receives assistance requests from Soldiers, dependents, retirees, civilian employees and the general public. Provides guidance to complainants on appropriate procedures to be followed pertaining to matters outside the jurisdiction of IG inquiries and investigations. Records and provides information to the Department of Army IG/NGB IG as directed. Protects confidentiality of IG records, activities and information in accordance with regulatory guidance. Implements the Inspector General Action Request System. Researches regulatory guidance (punitive and non-punitive), DOD Directives, policy memorandums, internal standard operating procedures and DOD ethical guidance to identify issues, allegations and IG appropriateness. Assists with inspections and collects information to identify trends and systemic issues; helps with writing and preparing reports; receives, analyzes, evaluates and recommends actions necessary to correct deficiencies identified during the course of inspections, assistance, inquiries, and investigations; assists individuals and organizations through teaching and training, referral of cases to the appropriate agency or command and follow up as required to ensure all Soldiers and Airmen are afforded due process per Army and Air Force regulations, policy and law. Performs other duties as assigned.

**QUALIFICATIONS REQUIRED: MOS: Immaterial** Applicants must be qualified for appointment in the position based on the nomination and selection requirements outlined in Appendix B-1c, AR 20-1; and are subject to approval by The Inspector General (TIG), Department of the Army. The selected candidate may serve only as a temporary assistant IG until his/her nomination is approved by TIG and successfully completes the Inspector General School at Fort Belvoir, VA. Any NCOs in the grade of promotable staff sergeant and above may be nominated or volunteer for IG duty. In accordance with the minimum qualifications outlined in AR 614–200, these NCOs must: (1) Be citizens of the United States (by birth or naturalization). (2) Not be on assignment instructions. (3) Be high school graduates or have a general education degree (GED) equivalency; and, if a SGM, a graduate of the Sergeants Major Academy.(4) Have 36 months of service remaining or be eligible to extend or reenlist. (5) Display moral attributes and personal traits that demonstrate adherence to Army Values. (6) Have no record of punishment under Article 15: Uniform Code of Military Justice; conviction by court-martial; general officer letters of reprimand filed in the official military personnel file; or derogatory information contained in IG records as screened by the USAIGA. (7) Have no record of civil conviction except for minor offenses. (8) Have an "A" or "B" profile serial code and a "1" under "S" factor for physical profile. (9) Have broad experience and an Army background that reflects outstanding performance and demonstrated potential for future service. (10) Serve no consecutive details as an IG. The Inspector General may approve consecutive details as an exception to policy with the specific consent of the NCO concerned. (11) Present good military bearing and appearance. (12) Meet body composition requirements as outlined in AR 600–9. (13) Receive a passing score on the Army physical fitness test within the last 6 months. (14) Possess and maintain a secret-level security clearance. (15) Remain in a deployable status for all required areas.

**This position requires a three year obligation.** 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.** Applicant must not have any flagging actions.

#### 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.

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

### SUBMIT PACKETS IN THE FOLLOWING ORDER.

### DO NOT STAPLE, DOUBLE SIDE PRINT DOCUMENTS, NO BINDERS OR FOLDERS.

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 24 months**). (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  
Fax: 410-576-6176**
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.**