

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

**POSITION VACANCY ANNOUNCEMENT # 16-116 OPENING DATE: 23 September 2016 CLOSING DATE: 24 October 2016**

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

**BRANCH OF SERVICE: ARMY NATIONAL GUARD**

**POSITION TITLE: BN ASSISTANT OPS SGT/INTELLIGENCE SERGEANT HIGHEST GRADE AUTHORIZED: SSG/E6**

**ORGANIZATION AND LOCATION: HHD 629<sup>th</sup> MIB, 8601 ODELL ROAD LAUREL, MARYLAND 20708**

**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 M-DAY SOLDIERS OF THE ARMY NATIONAL GUARD.**

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 for 2 or more days 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 2-1 and not be disqualified under Tables 2-2 or 2-3 IAW AR 135-18.</li> <li>2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry.</li> <li>3. Must not be pregnant per AR 40-501 and AR 600-110.</li> <li>4. Must meet the body composition standards prescribed in AR 600-9.</li> <li>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.</li> <li>6. Must be able to complete the Military Education requirements commensurate with the military grade.</li> <li>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.</li> <li>8. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26.</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>

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**DESCRIPTION OF DUTIES:** Responsible for the management of personnel and equipment to collect, process, locate, identify, analyze and report on intelligence information to support tactical, operational, and strategic requirements. Manages all-source intelligence training for subordinates and peers as well as joint, coalition and civilian leaders on technical, tactical, operational and leader all source intelligence skills required to perform the mission. Coordinates and conducts staff actions to fulfill all requirements in support of the intelligence activities and the Commander's intent. Advises and mentors the commander and command staff at all echelons with regard to all source intelligence operations, activities, and personnel assignments. Will be responsible for routine personnel administration, operations and training, and logistics resourcing in support of daily operations. Additionally responsible for management of the BN S2 section and all associated task with the duty position.

**QUALIFICATIONS REQUIRED: MOS 35F** Performs duties shown in preceding skill level, provides guidance, validates and manages planned all Source intelligence training. Coordinates flow of intelligence information between intelligence disciplines and supervises the all-source production process. Integrates Information Collection to include coordination with the operations officer for asset management and dissemination. Integrates intelligence targeting with operations. Supervises intelligence operations. *Physical demands rating and qualifications for initial award of MOS.* Intelligence analysts must possess the following qualifications: A physical demands rating of medium. **A physical profile of 222221. Normal color vision.**  
**Qualifying scores. A minimum score of 105 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 102 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 101 in aptitude area ST on ASVAB tests administered on and after 1 July 2004.** The Soldier must meet TOP SECRET (TS) Sensitive Compartmented Information (SCI) access eligibility requirements to be awarded this MOS. For training; Soldiers must meet TS with SCI access eligibility requirements or an interim TS with SCI access granted from the Central Clearance Facility (CCF). A high school graduate or equivalent prior to entry into active duty. Never been a member of the U.S. Peace Corps, except as specified in AR 614-200 (para 3-2.d). Not have information in official military personnel file, Provost Marshal, intelligence, or medical records that would prevent the granting of TOP SECRET security eligibility under AR 380-67 (Para 3-20.a). No record of conviction by court-martial. No record of conviction by a civil court for any offense other than minor traffic violations. Must be a U.S. citizen. Soldier and spouse must not have immediate family members that reside in a country where within its boundaries, physical or mental coercion is known to be common practice either against -Persons accused of acting in the interest of the U.S. or The relatives of such persons to whom they may reasonably be considered to be bound by ties of affection, kinship, or obligation. Immediate family for both Soldier and spouse includes both blood and step-: parents, spouse, children, sisters, brothers, any sole living blood relative, or a person in loco parentis per AR 600-8-10. Have neither commercial nor vested interest in a country within whose boundaries physical or mental coercion is known to be a common practice against persons acting in the interest of the U.S. This requirement applies to the Soldier's spouse as well. Meet career management and development criteria contained in AR 614-200 (Para 6-3) and Army Training Requirements and Resources System Course Catalog. Formal training (completion of MOS 35F10 producing course conducted under the auspices of the U.S. Army Intelligence Center of Excellence (USAICOE), Ft Huachuca, AZ) is mandatory. Be advised that due to the nature of training and assignments, temporary restrictions may be placed on foreign travel both during and after the term of service. Applicants must be a qualified Intelligence Analyst (35F) in the rank of Staff Sergeant (E6) or below. Applicants who do not hold the 35F MOS are ineligible to apply. Applicant must not have any flagging actions that would prevent them from applying. Must hold or have the ability to obtain a Top Secret with Sensitive Compartmentalized Information (TS/SCI) clearance. Must meet the physical requirements of AR 350-15, AR 600-9, and AR 40-501.

#### 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.
8. **Must be able to assess or obtain assess into the MDARNG AGR program with an appointment as SSG/E6 within 30 days of selection.**

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

### SUBMIT PACKETS IN THE FOLLOWING ORDER.

### DO NOT STAPLE OR 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**
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.**