

**NATIONWIDE**  
HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
5TH REGIMENT ARMORY  
219 WEST HOFFMAN STREET  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (667)-296-3494

**POSITION VACANCY ANNOUNCEMENT # 24-011**

**OPENING DATE: 14 MARCH 2024      CLOSING DATE: 29 MARCH 2024**

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

**BRANCH OF SERVICE: ARMY NATIONAL GUARD**

**POSITION TITLE: Admin NCO (42A3R)**

**HIGHEST GRADE AUTHORIZED: SSG/E6**

**ORGANIZATION AND LOCATION: 32<sup>nd</sup> CST (WMD), 2253 Huber Road, Fort Meade, Maryland 20755**

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

**WHO MAY APPLY: OPEN TO ALL ON-BOARD ENLISTED AGR SOLDIERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL M-DAY SOLDIERS WHO CURRENTLY SERVE IN THE ARMY NATIONAL GUARD. MUST BE ABLE TO IST TO THE MDARNG.**

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
1. Must be in a Ready Reserve status. 2. Must be a member of the Maryland Army national Guard. 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. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation. 7. 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 reenter 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/AFSC 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. 5. <b>Officers or Warrant Officers 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> 6. <b>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> 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>

**PARA  
003**

**LIN  
02**

**POSITION #  
03171379**

**UIC  
W7LWAA**

**DESCRIPTION OF DUTIES:** Manage the 32nd Weapons of Mass Destruction-Civil Support Team (WMD-CST) personnel and administrative programs including sponsorship; retention; postal activities; strength accountability; publications; promotions; emergency data; personnel action requests; Inter-State transfers; family care plans; leave/pass; physical fitness; awards and decorations; adverse actions; evaluations; finance; UMR and TDA compatibility; and unit filing system. Maintains and updates the administrative section of the Garrison Standard Operating Guide (SOG). Responsible for using/updating personnel systems such as the Interactive Personnel Electronic Records Manage System (IPERMS); the Reserve Component Automation System (RCAS); G1 Portal; Joint Personnel Adjudication System (JPAS); Integrated Personnel and Pay System (IPPS-A); FMSWeb; Full-Time Support Management Control System (FTSMCS); Army Records Information Manage System (ARIMS), and Digital Training Management System (DTMS). The 32nd WMD-CST is jointly staffed with Army and Air National Guard personnel. Therefore, knowledge of both Army and Air Force regulations is vital to successful management of the unit's personnel program. In addition, become familiar with Standardization, Evaluation, and Assistance Team (SEAT) purpose and process with special emphasis on the three parts of the Personnel Checklist: Unit Readiness, Evaluations and Counseling, and Command Programs. Tactical duties as a Decontamination NCO include but are not limited to: working long hours in an outdoor environment in and out of protective Hazmat Suits; response to suspected terrorist incidents involving Weapons of Mass Destruction (Chemical, Biological, Radiological, Nuclear, and Explosive substances); performs decontamination procedures on unit members to include equipment; joint operations with other WMD-CST Teams as well as Local, State, and Federal agencies.

**QUALIFICATIONS REQUIRED:** MOS: **42Y30** Administrative Sergeant must possess the following qualifications: A physical demands rating of heavy. A physical profile of 222222. Qualifying scores: **A minimum score of 95 in aptitude area CL** in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. **Or a minimum score of 92 in aptitude area CL** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. Or a minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004. Applicants must have a valid state driver's license and be able to operate GSA trucks with trailers and equipment organic to the unit. Must meet the qualification requirements IAW DA PAM 611-21. Applicant must be able to complete the Military Educational requirements commensurate with their military grade. Must not have any flagging actions that would prevent them from applying. Must have or be able to obtain and maintain a **SECRET** clearance within 12 months. **The selected applicant must become work role qualified in their assigned position within 12 months of hire or may be removed from the AGR program.**

#### 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. Initial tours are stabilized 36 months tours and begin after completion of the 8-week Civil Support Skills Course at Fort Leonard Wood.
8. Initial Tour AGR soldiers/airmen who do not become MOS/AFSC qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
9. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
10. May be authorized PCS IAW the JFTR.
11. Must currently have or be able to obtain SECRET clearance.
12. Must relocate to within one-hour driving distance (approx.50 miles) from Fort Meade.
13. Applicants must be able to wear Level-A PPE: a fully encapsulated suit with self-contained breathing apparatus (SCBA) for up to 4 hours per day.
14. Position often requires short notice and frequent temporary duty, team members are on call for emergency CBRN response 24/7, 365 days per year unless on leave or TDY.
15. Applicants must pass a WMD-CST/OSHA physical, participate in the team medical surveillance program, and receive mandatory CRE vaccinations to include Anthrax and Smallpox.
16. IAW NGR J-39 Procedural Guidance, all personnel with a history of Physical Profile capacity of P-3 or higher IAW AR 40-501 should be screened out prior to consideration for WMD-CST assignments. Following initial medical screening the applicant must have an AR 40-501 Chapter 3 Accession Standards physical examination incorporating forms, laboratory tests, and screening tests identified in IAW AFI 48-123. This physical examination must also satisfy the requirements in Code of Federal Regulations (CFR) 1910.120(f). The ability to do and perform physical tasks in PPE is a requirement for all team members. WMD-CST candidates will be screened IAW DA PAM 40-8 and given Pulmonary Function Tests (PFT) prior to accession. These tests will be monitored, and results evaluated by the unit HCP. Candidates who do not meet the minimum physical requirements or have medical/psychological conditions that would preclude service on the WMD-CST may not be considered for placement on the WMD-CST. The WMD-CST Commander will review the results with the HCP and will determine eligibility for placement.



REPLY TO  
ATTENTION OF:

**MARYLAND NATIONAL GUARD**  
JOINT FORCE HEADQUARTERS, MARYLAND  
32<sup>ND</sup> WEAPONS OF MASS DESTRUCTION  
CIVIL SUPPORT TEAM  
2253 HUBER ROAD  
FORT MEADE, MARYLAND 20755-5101

NGMD-CST

2 May 2023

**MEMORANDUM FOR RECORD**

**SUBJECT: 32nd WMD-CST Conditions of Assignment**

1. I understand that Weapons of Mass Destruction Civil Support Teams are FAD II operational CBRN response teams for terrorism and emergencies and that the team has requirements that are unique to the AGR program. I fully agree to and understand the following requirements of WMD-CST assignment IAW CNGBM 3501.00. (Initial all)

INITIAL	CONDITIONS AND STANDARDS
	a. The personnel of the 32 <sup>nd</sup> WMD-CST respond to actual and suspected weapons of mass destruction (WMD) incidents and operate in CBRNE environments that may be immediately hazardous to life and health (IDLH). I am willing to subject myself to that risk.
	b. The personnel of the 32 <sup>nd</sup> CST (WMD) will be required to respond to potential, suspected and actual terrorist attacks and could possibly become targets for terrorist groups. I am willing to subject myself to that risk.
	c. I certify that I have no physical limitations and understand that I must pass an initial and annual CST physical to remain on the team.
	d. I understand that the unit will be on-call 24/7/365. I have an approved <u>family care plan</u> and support processes that will allow me to deploy immediately for an unknown length of time.
	e. I understand that I will be in a continuous on-call status and must request approval to travel outside the designated area based on unit RMP status.
	f. I understand that I have a personal responsibility to ensure that I am available for immediate deployment and that the unit must deploy an advance echelon within 90 minutes. It is my responsibility to plan for contingencies in areas where poor communications may impair my accessibility. (i.e. no cell phone coverage)
	g. I understand that the unit will require long-term coordination for all leave activities and that an assigned leave policy will be used to insure opportunity for all soldiers and airmen to utilize their leave. I further understand that leave is subject to no-notice cancellation and recall based on unit mission requirements.
	h. I understand that the Optempo for this unit is high. Estimated 200+ days TDY during the first 2 years and 120+ days TDY as a normal year. The initial qualification course (CSSC) is 8 weeks plus all other training requirements for years 1 and 2. The team conducts frequent week-long training events and operational missions which vary in duration.

NGMD-CST

SUBJECT: 32nd WMD-CST Conditions of Assignment

	i. I understand that CST training and mission requirements will take priority over NCOES.
	j. I understand that CST personnel must report to the unit within 60-90 minutes of notification to meet response time requirements
	k. I understand that I must meet the Army height/weight and Army Physical Fitness standards during assignment to the team. I also understand that physical training will be conducted daily and affirm that I am capable of full participation.
	l. I understand that I cannot engage in outside employment unless approved by the 32nd CST Commander and Maryland Military Department policy. Outside employment may not interfere with my ability to respond.
	m. I understand that academic failure of any required CST training may result in removal from the team and the AGR program
	n. I agree to receive a variety of vaccinations including smallpox and anthrax.
	o. I have or am able to receive a SECRET or TOP SECRET clearance as required by duty position. (No previous criminal record, financial mismanagement or bankruptcy, or unfitting behavior).
	p. I understand that I am committing to a 3-year stabilized tour which begins the day of graduation from CSSC and that I will not be eligible for reassignment until the completion of that tour. I understand that this may affect my chance for promotion during this 3-year period. I understand that following the 3-year tour, voluntary separation will be in accordance with AR 600-5, 6-3 and the Commander's Policy.
	q. I have no personal or legal limitation that would prevent me from carrying or using firearms or other weapons to protect others or myself.
	r. I understand that there is a requirement to maintain and use a Government Travel Card for all travel related expenses. I further understand that misuse of the GTC will subject me to termination of my AGR tour. I agree to allow the credit worthiness report required.

2. Anything that might possibly keep me from meeting the requirements of this duty position is listed as follows:

3. I accept and agree to these conditions of employment freely and voluntarily. I will comply with these conditions and understand that failure to comply will be a basis for discipline or adverse action, including involuntary separation from the AGR program.

Print Name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_

**APPLICATION PROCEDURES / REQUIRED DOCUMENTS**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**  
**APPLICATIONS WILL NOT BE RETURNED!**

**SUBMIT APPLICATION IN ORDER LISTED BELOW**

- ☐ **NGB Form 34-1, DATED 20131111** completed, signed, dated, and annotated job number.
- ☐ Current copy of Enlisted Record Brief (**ERB**)/Officer Record Brief (**ORB**)
- ☐ **MEDPROS Report** of current Periodic Health Assessment (**PHA**) within **12 months** and HIV Test within **24 months**
- ☐ **DA Form 3349** must be submitted for Soldiers with Permanent Profiles
- ☐ **ASVAB** scores (if not reflecting on **ERB**, submit **REDDs** report, or Memorandum with new test scores).
- ☐ **Height/Weight Standards**- Current IAW AR 600-9; and provide Tape Test **DA Form 5500 (Males)**, **DA Form 5501 (Females)**. (HT/WT is only valid for 6-12 months)
- ☐ **ACFT Scorecard** or **DTMS Screenshot**, Current Army Physical Fitness retention standards IAW AR 40-501; not more than 6-12 months.
- ☐ **NCOERs/OERs THREE latest** and as available for junior Soldier/NCO applicants. (Gaps in rating periods **MUST** be explained in writing.) **Letter of recommendations on individuals not requiring an NCOER/OER.**
- ☐ Unit memo verifying no Flagging Actions.
- ☐ Security Clearance Memorandum
- ☐ **INITIAL ENTRY ONLY:** (BOTH of the following must be submitted)
  - a) **NGB Form 23B** Retirement Points History Statement
  - b) **DD Form 214s**. Provide all (**Long version copies 2, 4, 7, or 8**), **DD Form 215** or **DD Form 220** (if applicable)
- ☐ Completed questionnaire below

**Questionnaire:**

**Y/N**

- ☐ Are you currently a Maryland Army National Guard Member? \_\_\_\_\_
- ☐ Are you currently AGR? If so, what State? \_\_\_\_\_
- ☐ Are you currently Technician? If so, what State? \_\_\_\_\_
- ☐ Are you currently deployed? If so, what location? \_\_\_\_\_
- ☐ Are you currently on ADOS? If so, with who? & What is the ending date? \_\_\_\_\_

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): \_\_\_\_\_

**SUBMIT ONE PDF DOCUMENT ENTITLED 24-011 ADMIN NCO (42A3R) WITH LAST NAME TO: [nq.md.mdarnq.mbx.mdng-hro-agr@army.mil](mailto:nq.md.mdarnq.mbx.mdng-hro-agr@army.mil)**

***Applications must be received in the HRO not later than close of business on the closing date!***  
***Applications received after the closing date will not be considered.***