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 MARYLAND ARMY NATIONAL GUARD ONLY.

GENERAL ELIGIBILITY REQUIREMENTS:
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 55th 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 the Military Education requirements commensurate with the military grade.
6. 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.
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.
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.

INITIAL ENTRY QUALIFICATIONS:
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.
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.

ON-BOARD AGR QUALIFICATIONS:
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 6, NGR 600-5.
4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.
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).
6. Stabilization Rule waiver consists of:
   - Letter from Soldier, Endorsements from Chain of Command (CoC), w/Executive Summary from Command, and original application packet.
   - 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.
DESCRIPTION OF DUTIES: The human resources specialist supervises or performs personnel and administrative functions in support of company, battery, troop, detachments at division, corps, and echelons above corps; in brigade and battalion S1’s or in other similar organizations, activities and units; and advises the commander, the staff, and unit Soldiers on human resource matters. The human resources specialist also participates in occupational classification and management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. The human resources specialist operates and manages field personnel information systems, trains and assist system users, or monitors system activities. The human resources specialist provides and manages postal operations.

QUALIFICATIONS REQUIRED: MOS 42A2O Physical demands rating and qualifications for initial award of MOS. Human resources specialists must possess the following qualifications: A physical demands rating of light. A physical profile of 323222. 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. 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. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004. As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB. Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SGT/E5 and below. A security eligibility of SECRET. Be a U.S. citizen.

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.
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
☐ PQR Updated Personnel Qualification Record
☐ 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 months)
☐ APFT DA Form 705, Current Army Physical Fitness retention standards IAW AR 40-501; not more than 6 months old
AGR members and 12 months for traditional members.
☐ 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.
☐ Photograph in ASU/ACU (E5 and below Photo must be within the last 24 months.)
DA photo in Class A uniform/ ASU (E6 and above, no more than 5 years old).
☐ Unit memo or documentation verifying no Flagging Actions.
☐ 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 a Technician? If so, what State/Agency? __________________
☐☐ 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):
__________________________________________________________________________
__________________________________________________________________________

Forward application and attachments via MAIL -or- WALK-IN:

MAIL
DO NOT STAPLE, OR DOUBLE SIDE PRINT DOCUMENTS.

Forward application and attachments to: Human Resources Office
ATTN: NGMD-HRO-AGR
      Fifth Regiment Armory
      29th Division Street
      Baltimore, MD  21201-2288

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.