

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

POSITION VACANCY ANNOUNCEMENT # 22-065

OPENING DATE: 13 September 2022 CLOSING DATE: 12 October 2022

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

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: HUMAN RESOURCES SERGEANT (42A20)

HIGHEST GRADE AUTHORIZED: SGT/E5

ORGANIZATION AND LOCATION: HHD 581st Troop Command, 18500 Roxbury Road, Hagerstown, MD 21740.

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 MARYLAND ARMY NATIONAL GUARD ONLY.

| GENERAL ELIGIBILITY REQUIREMENTS: | INITIAL ENTRY QUALIFICATIONS: | ON-BOARD AGR QUALIFICATIONS: |
|---|---|---|
| <ol style="list-style-type: none"> 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 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. | <ol style="list-style-type: none"> 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. | <ol style="list-style-type: none"> 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), SF 52 w/Executive Summary from Command, and original application packet. 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. |

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DESCRIPTION OF DUTIES: Serves as the Human Resources Sergeant with assignment as a **42A20**. Duties include but are not limited to assisting and performing personnel and administrative functions at the battalion level in support of three companies. Advise the commander, the staff, and unit Soldiers on all human resource matters. Participate in occupational classification and management of human resources or supervises personnel 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. Operate and manage field personnel information systems, trains and assist system users, or monitors system activities. Provide and manage postal operations. Administer the unit medical readiness program to enhance personnel readiness and improves deploy ability of the unit. Responsible for maintaining all medical tracking to include, but not limited to, Line of Duty (LOD) injuries and investigations, medical evaluation boards, mandatory vaccinations, profiles, scheduling and tracking medical readiness events, coordinating all BN Periodic Health Assessments, Post Deployment Health Reassessments, MOS/Medical Retention Boards, and Medical Evaluation Boards. Manage the UPL program for the BN. All additional duties as assigned.

QUALIFICATIONS REQUIRED: **MOS: 42A20** Must possess the following qualifications: A physical demands rating of heavy. **A physical profile of 222222. Qualifying scores: A minimum score of 90 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB).** Applicant must have or must be able to obtain a **SECRET** security clearance. Normal color vision. Mandatory formal training. No documented instances in the last 5 years of conduct which reflects adversely on the character, honesty, or integrity of the Soldier to include: (a) No conviction by court-martial or by any Federal or State Court. (b) No juvenile adjudication by state court. (c) No punishment under Article 15, Uniform Code of Military Justice (UCMJ) caused by incidents that reflect adversely on the Soldiers integrity and lack of trust. No letter of reprimand, censure, or admonition under the provisions of AR 600-37, chapter 3. Voluntary confession after proper rights warning according to Article 31(b), UCMJ, or under applicable Federal or State law. Note: Disqualification under this paragraph is waivable by a military review board. No other record of disciplinary action under UCMJ or pattern of behavior which indicates a lack of trust or integrity or which is inconsistent with the 92Y position of trust. No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable. Applicants must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Education requirements commensurate with their military grade. Must not have any flagging actions that would prevent them from applying.

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.

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.**
- 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
- 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**): _____

Forward application and attachments via **MAIL -or- WALK-IN**: Tuesday – Friday 0630 -1700 at the Fifth Regiment Armory Human Resource Office on the 3rd floor Room 26

EMAIL

SUBMIT ONE PDF DOCUMENT ENTITLED 22-065 HUMAN RESOURCES SERGEANT (42A20) TO: ng.md.mdarng.mbx.mdng-hro-agr@mail.mil

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.***