

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

**POSITION VACANCY ANNOUNCEMENT #22-075**

OPENING DATE: 15-SEP-2022 CLOSING DATE: 14-OCT-2022

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

**BRANCH OF SERVICE:** ARMY NATIONAL GUARD

**POSITION TITLE:** ADMINISTRATIVE NCO (42A20)

**HIGHEST GRADE AUTHORIZED:** SGT/E5

**ORGANIZATION AND LOCATION:** HHC, 29<sup>th</sup> Expeditionary Combat Aviation Brigade (ECAB), Edgewood, MD 21010

**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 AND THOSE ELIGIBLE FOR MEMBERSHIP.**

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 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 6, NGR 600-5.</li> <li>4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.</li> <li><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></li> <li><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></li> <li><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></li> </ol>

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**102      07      03050964      WV6ZAA**

**DESCRIPTION OF DUTIES:** Serves as the Human Resources Sergeant with assignment as a 42A2O. Assists and performs personnel and administrative functions at the Brigade level. Advises the Personnel Staff Officer (S1) on all human resource matters. Participates 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. Operates and manages field personnel information systems, trains and assist system users, or monitors system activities. Provides and manages postal operations. Develop and administer a 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 CO Periodic Health Assessments, Post Deployment Health Reassessments, MOS/Medical Retention Boards, and Medical Evaluation Boards. Also will manage the UPL for the CO. As the day-to-day administrator, acts for the Commander in exercising the functions of the command by accomplishing the Commanders normal duties. Assists the Commander in establishing goals and objectives, and setting priorities for accomplishing overall organizational functions. Plans and establishes priorities; assigns, distributes, and reviews work of subordinate unit sections and personnel. Reviews incoming directives, policies, and instructions, advising the Commander on those affecting unit functions. Develops, recommends, and when directed executes appropriate action to implement changes. Makes recommendations to change or resolve problems in administrative policies and procedures. Manages personnel, finance, and automated systems activities. Manages and provides technical review of completed personnel actions (i.e., reenlistment's, separations, discharges and transfers, requests for MOS changes, security clearances, retirements, promotions and awards, unit training and attendance and disciplinary actions).

**QUALIFICATIONS REQUIRED:** **MOS: 42A or soldiers who may obtain the MOS within 12 months of accepting the position.** Applicants must possess the following qualifications: Physical demands rating of Moderate (Gold). **Physical profile of 323222. Qualifying scores: Minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. Minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. 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 SSG/E6 non-promotable and below. **A security clearance eligibility of SECRET.** Be a U.S. citizen. **Any soldier more than two grades below the authorized grade on this announcement can apply but a TAG approved waiver is required if selected for the position.**

#### 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)
- ACFT Scoresheet and DTMS Scoresheet** Current Army Physical Fitness retention standards IAW AR 40-501; **not more than 6 months old for AGR and 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.**
- 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**): \_\_\_\_\_

Forward application and attachments via **EMAIL LISTED BELOW. DUE TO COVID-19 RESTRICTIONS, WALK-INS AND MAIL-IN APPLICATIONS ARE NOT CURRENTLY BEING ACCEPTED.**

**EMAIL**

**SUBMIT ONE PDF DOCUMENT ENTITLED 22-075 ADMINISTRATIVE NCO (42A20) TO: [ng.md.mdarng.mbx.mdng-hro-agr@mail.mil](mailto: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  
29<sup>th</sup> 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.***