

**MARYLAND ARMY NATIONAL GUARD**

HUMAN RESOURCES OFFICE  
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**POSITION VACANCY ANNOUNCEMENT #24-077**

OPENING DATE: 16 July 2024 CLOSING DATE: 30 July 2024

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

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: RESOURCE MANAGER (36A)

HIGHEST GRADE AUTHORIZED: CPT/O3

ORGANIZATION AND LOCATION: Headquarters, Recruiting and Retention Battalion, Camp Fretterd Military Reservation, 13720 Omaha Beach Circle, Reisterstown, Maryland 21136

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

WHO MAY APPLY: OPEN TO ON-BOARD MDARNG AGR OFFICERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL M-DAY OFFICERS OF THE MARYLAND 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 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>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 through their current Command to be approved by the Chief of Staff (CoS).</b></li> <li>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></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>

PARA 002      LIN 01      POSITION # 03187599      UIC-PRN W90XAA

**DESCRIPTION OF DUTIES:** The Recruiting and Retention Resource Manager (RRRM) serves as the primary budget/finance officer. In order to be fully qualified for this position, they must complete the Planning, Programming, Budgeting, and Execution System Course (PPBES), the Resource Management and Budgeting Course (RMBC), and the Fiscal Law Course. Develop and maintain administrative and personnel management systems to support the RRB. Formulate and submit budget requirements for the RRC. Maintain close liaison and coordination with the State Comptroller, the State Budget Officer and Chief Supply NCO, and Marketing NCO as required. Assist the RRC in developing short, mid-term, and long-range goals, objectives and plans by providing essential budget information. Advise the RRC on all RR budget activities, including RR expense, AGR travel, Full Time National Guard Operational Support (FTNGD-OS), production objectives, special projects, actions and other considerations that may affect the utilization of resources. Works with Construction Facilities Management Office (CFMO) in conjunction with the Leasing Coordinators of the State Bureau of Real Estate as regards to the Storefront Recruiting Offices (SFRO). Maintains a close relationship with the Government Purchase Card Holders (GPC) as the Battalion Billing Official you certify and approve all monthly card transactions and reconcile the monthly billing statement through GFEBs. Provide guidance to the Commander as a Manager to the Army Manager's Internal Control Program (MICP) and assist the ICA in the various Annexes. Works with the Battalion S3 FUOPS on various DTS issues and concerns as the ODTA and BDTA. Acts as the Battalion Level 5 in AFCOS for all orders, amendments, and revocations. Verifies all funding as the GFEBs Purchase Requisition (PR) Fund Certifier and Purchase Order (PO) Processor.

**QUALIFICATIONS REQUIRED AOC 36A00 Must hold the branch FI or be qualified in the position within 18 months, existing civilian equivalent FM certification will be accepted.** AGR applicants must possess an AOC compatible with the duty position IAW Table 2-1f, AR 135-18. Applicant must be qualified for appointment in the position. Applicant must have a working knowledge of automated office procedures. 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 hold a secret clearance.

#### 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.
- Current copy of Soldier Officer Record Brief (**ORB**) **BOARD VERSION ONLY**
- 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 (AGR) – 12 months (MDAY).**
- ACFT DA Form 705**, Current Army Physical Fitness retention standards IAW AR 40-501 no later than **6 months (AGR)** and **12 months (MDAY)**
- 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 Memo signed by Security Manager.
- 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.**

**EMAIL**

**SUBMIT ONE PDF DOCUMENT ENTITLED 24-077 RESOURCE MANAGER 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.***