

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

**POSITION VACANCY ANNOUNCEMENT #24-078**

**OPENING DATE: 18 JUL 2024 CLOSING DATE: 02 AUG 2024**

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

**BRANCH OF SERVICE: ARMY NATIONAL GUARD**

**POSITION TITLE: Human Resources Technician (420A)**

**HIGHEST GRADE AUTHORIZED: CW4/W4**

**ORGANIZATION AND LOCATION: Army Element Joint Force Headquarters, G-1, 219 29<sup>th</sup> Division Street, Baltimore, Maryland 21201**

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

**WHO MAY APPLY: OPEN TO ON-BOARD AGR SOLDIERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL M-DAY SOLDIERS OF THE ARMY NATIONAL GUARD WITH A PROPONENT APPROVED PREDETERMINATION PACKET, COE, OR HAVE GRADUATED WOCS.**

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 are not eligible to re-enter for one year from date of separation.</li> <li>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.</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 meet the body composition standards prescribed in AR 600-9.</li> <li>4. 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>5. Must be able to complete the Military Education requirements commensurate with the military grade.</li> <li>6. 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>7. Must be eligible for reenlistment or extension per NGR- 600-200 Chapter 8 Table 8-1.</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>2a. 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 24 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>

<b>PARA</b>	<b>LIN</b>	<b>POSITION #</b>	<b>UIC</b>
210D	01	03174406	W8A5AA

**DESCRIPTION OF DUTIES:** Perform duties as the Enlisted Personnel Management Branch Chief for the Maryland Army National Guard, G-1. Manage the daily operations of G-1 EPM which consists of two AGR NCOs, five technicians, and seven M-day personnel. Advise the MDARNG G-1, and senior leaders on enlisted personnel and policy matters. Manages and supervises personnel in the completion of enlisted personnel actions including promotions, discharges, conditional releases, interstate transfers, exceptions to policy, separation orders, reassignments, completion of discharge documents (NGB 22's and DD 214's), and incentive pay. Manages the coordination and execution of four enlisted promotion boards, 1SG and CSM Best Qualified Boards and the Enlisted Qualitative Retention Board. Ensures the G-1 EPM section is in compliance with NGB and state policies as well as provides guidance and mentorship to five brigade S-1 officers, enlisted, unit Readiness personnel throughout the state, and all other duties assigned.

**QUALIFICATIONS REQUIRED:** MOS 420A WO1 – CW4 or Determination of Eligibility

- (a) Successfully completed or enrolled in the Human Resources Technician Basic Course (WOBC).
- (b) Have 20/20 correctable vision and normal color discrimination per AR 40-501.
- (c) Have normal hearing.
- (d) Be a U.S. citizen. Qualify for a security clearance of SECRET

**QUALIFICATIONS RECOMMENDED:** 420A applicants must possess an AOC compatible with the duty position IAW Table 2-1f, AR 135-18.) Complete the Human Resources Technician Warrant Officer Basic Course and prerequisite studies for the Warrant Officer Advance Course. Applicants must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must be qualified for appointment in the position. Applicant must have a working knowledge of automated office procedures. Applicant must have or must be able to obtain a **SECRET security clearance**. 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 42A 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 criterion is not waivable.

**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 Enlisted Record Brief (ERB)/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) or DTMS Screenshot.** (HT/WT is only valid for **6 months for AGR and 12 months for MDAY**).
- ACFT Scorecard or DTMS Screenshot,** Current Army Physical Fitness retention standards IAW AR 40-501; **no more than 6 months old for AGR and 12 months Traditional M-Day.**
- 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 23A with BASD Date** 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 24-078G-1 EPM HR Tech (420A) (w/ LAST NAME) TO: [ng.md.mdarng.mbx.mdng-hro-agr@army.mil](mailto:ng.md.mdarng.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.***