

**MARYLAND ARMY NATIONAL GUARD ONLY**

HUMAN RESOURCES OFFICE  
MARYLAND NATIONAL GUARD  
BALTIMORE, MARYLAND 21201-2288  
TELEPHONE: (667)-296-3498

**POSITION VACANCY ANNOUNCEMENT # 25-013**

**OPENING DATE: 21 Nov 2024 CLOSING DATE: 05 Dec 2024**

**ACTIVE GUARD RESERVE (AGR) OTOT POSITION VACANCY**

**BRANCH OF SERVICE: ARMY NATIONAL GUARD**

**POSITION TITLE: READINESS NCO (36B40) HIGHEST GRADE AUTHORIZED: SFC/7**

**ORGANIZATION AND LOCATION: HHC 29<sup>th</sup> Combat Aviation Brigade (CAB), 8451 Nike Rd, BLD E-4305, APG (EA), Edgewood, Maryland 21010-5401**

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

**WHO MAY APPLY: OPEN TO ON-BOARD MARYLAND AGR ENLISTED SOLDIERS ONLY. MUST HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR .**

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 reenter 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. 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>

<b>PARA</b>	<b>LIN</b>	<b>Position Number</b>	<b>UIC</b>
<b>122</b>	<b>02</b>	<b>00037114</b>	<b>WV6ZAA</b>

**DESCRIPTION OF DUTIES:** Serves as the HHC 29th Combat Aviation Brigade (CAB) Readiness NCO. Responsible for training, pay and allowances, and readiness on behalf of the command team for a 124 Soldier company. Responsible for supervising and coordinating personnel and administration systems. Provides assistance to command team regarding training, medical readiness, evaluations, awards, promotions, discharges, finance, and personnel accountability/reporting. Reviews all correspondence for content and accuracy and serves as a conduit and expeditor of information. Responsible for working closely with other staff members to facilitate and monitor the accomplishment of command decisions and maintain personnel estimates for gains and attrition losses. Traditional guardsmen duties include financial management utilizing RM Online, GFEBs, and GCCS-A.

**QUALIFICATIONS REQUIRED:** MOS: 36B40 Applicant must possess the following qualifications: A physical demands rating of moderate (Gold). A physical profile of 323321. Qualifying scores. A minimum score of 105 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. Or a minimum score of 103 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. Or a minimum score of 101 in aptitude area CL on ASVAB tests administered on and after 1 July 2004. Applicant must have or must be able to obtain a SECRET security clearance. Applicants must have a valid driver's license and be able to operate military vehicles and equipment organic to the unit. Mandatory formal training. No record of conviction of any crime involving moral turpitude. No record of any information that might adversely reflect against the character, honesty, or integrity of the Soldier. Financial Management Level II within one year of hire. 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.

#### 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 AND WILL BE RETURNED!**

#### **SUBMIT APPLICATION IN ORDER LISTED BELOW-SUBMIT APPLICATION AS ONE COMPLETED PACKET**

- 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). (HT/WT is only valid for 6 months (AGR) – 12 months (MDAY) OR DTMS SCREENSHOT**
- ACFT Scoresheet or DTMS Screenshot**, 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 or not providing the requested as an NCO/Officer MUST be explained in writing.) Letter of recommendations on individuals not requiring an NCOER/OER.**
- Security Clearance Memo signed by the Security Manager
- Unit memo verifying no Flagging Actions.
- 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**): \_\_\_\_\_,

**EMAIL:**

**SUBMIT APPLICATION AS ONE PDF DOCUMENT ENTITLED 25-013 READINESS NCO (36B4O) WITH (LAST NAME) TO: [ng.md.mdarnq.mbx.mdng-hro-agr@army.mil](mailto:ng.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.**