

**MARYLAND ARMY NATIONAL GUARD**

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

**POSITION VACANCY ANNOUNCEMENT # 25-032**

**OPENING DATE: 19 January 2025 CLOSING DATE: 02 February 2025**

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

**BRANCH OF SERVICE: ARMY NATIONAL GUARD**

**POSITION TITLE: SUSTAINMENT/PERSONNEL OFFICER BN S1 (42B00)**

**HIGHEST GRADE AUTHORIZED: CPT/O3**

**ORGANIZATION AND LOCATION: HHC, 1297<sup>TH</sup> COMBAT SUSTAINMENT SUPPORT BATTALION, 301 OLD BAY LANE, HAVRE DE GRACE, MD 21078**

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

**WHO MAY APPLY: OPEN TO CURRENT ON-BOARD MD AGR OFFICERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL MDAY OFFICERS OF THE MARYLAND 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>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>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. 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>

**PARA  
104**

**LIN  
01**

**Position Number  
03120548**

**UIC  
WTPXAA**

**DESCRIPTION OF DUTIES: MOS: 42B:** Serve as the 1297<sup>th</sup> CSSB Human Resources Officer responsible for advising the commander on all personnel readiness issues to include but not limited to pay and allowances, promotions, and coordinating administrative actions. Responsible for supervising and coordinating personnel and administration systems. Provides assistance to command team regarding medical readiness, evaluations, awards, promotions, discharges, finance, and personnel accountability/reporting. Reviews all correspondence for content and accuracy and serves as a conduit and expediter 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. Performs all other duties as assigned.

**QUALIFICATIONS REQUIRED: AOC 42B: Must have 42B AOC or be a current basic branch officer able to obtain AOC 42B compatible with the duty position within one year.** A physical demands rating of Moderate (Gold). A physical profile of 323222. Qualifying scores. A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold). Applicants must have a valid state driver’s license. 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 meet the physical requirements of AR 350-15, AR 600-9, and AR 40-501 and appointment criteria IAW NGR 601-1, NGR 600-100, NGR 600-101, NGR 600-5, and AR 135-18. 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 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
- Height/Weight Standards- Current** IAW AR 600-9; and provide Tape Test **DA Form 5500 (Males), DA Form 5501 (Females) or DTMS ITR.** (HT/WT is only valid for **6 months (AGR) – 12 months (MDAY)**).
- ACFT Scoresheet or DTMS ITRR**, Current Army Physical Fitness retention standards IAW AR 40-501; not more than **6 months (AGR) – 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.**
- Security Clearance Memo** signed by Security Manager
- Unit memo** verifying no Flagging Actions.
- 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**): \_\_\_\_\_, \_\_\_\_\_

**EMAIL**

**SUBMIT ONE PDF DOCUMENT ENTITLED 25-032 SUSTAINMENT/PERSONNEL S1 (42B00) W/ LAST NAME TO:**  
[ng.md.mdarng.mbx.mdng-hroagr@army.mil](mailto:ng.md.mdarng.mbx.mdng-hroagr@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.***