

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

POSITION VACANCY ANNOUNCEMENT #25-033

OPENING DATE: 29 JANUARY 2025 CLOSING DATE: 28 February 2025

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

BRANCH OF SERVICE: ARMY NATIONAL GUARD

BRANCH/AOC: (920A)

POSITION TITLE: PROPERTY BOOK OFFICER

HIGHEST GRADE AUTHORIZED: CW3/W3

ORGANIZATION AND LOCATION: HHC, 29th Expeditionary Combat Aviation Brigade (ECAB), Bldg. E-4305 APG-EA, Edgewood, Maryland 21010

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

WHO MAY APPLY: Open to current on-board AGR members in the grades of W1 thru W3, who have completed their 18-month stabilization in current position, traditional 920 Warrant Officers in the grades of W1 to W3, Enlisted applicants who have an approved predetermination (PDP) from the 920A proponent to apply or have a memorandum from the State CCWO and WOSM stating that your PDP request has been submitted to proponent, endorsing that you meet the minimum criteria to appoint as a Warrant Officer in the CMF 920A.

GENERAL ELIGIBILITY REQUIREMENTS:	INITIAL ENTRY QUALIFICATIONS:	ON-BOARD AGR QUALIFICATIONS:
<ol style="list-style-type: none"> 1. Must be in a Ready Reserve status. 2. Must not be under current suspension of favorable personnel actions. 3. Must not be entitled to receive Federal military retired or retainer pay. 4. 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. 5. Must be an officer of impeccable background due to the sensitive nature of position. 6. 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 without waiver. 	<ol style="list-style-type: none"> 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. 2. Must be medically certified as drug free and be tested negative for HIV within the last 24 months prior to initial entry. 3. Must meet the body composition standards prescribed in AR 600-9. 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. 6. Must be able to complete the Military Education requirements commensurate with the military grade. 	<ol style="list-style-type: none"> 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. 2. Must possess MOS of the AGR duty position or become qualified in that AOC within 12 months. 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. 4. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide. 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). 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. 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.

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DESCRIPTION OF DUTIES: Responsible for maintaining the accountability of all classes of supply and major end items within the Maryland Army National Guard. Performs duties in an automated property accounting environment and responsible for all related functions associated with accurate property accountability, to include excess property management. Supervises the technical aspects of Brigade property records per AR 710-2, complying with appropriate regulations, forms, and procedures pertaining to Property Book, Hand Receipts and other property accounting documents. Monitors the use and accountability of property by hand receipt holders IAW the Command Supply Discipline Program (CSDP) and AR 710-4. Maintains master hand receipt files for all property located at subordinate Battalions/Companies. Monitors procurement and implementation of equipment in conjunction with the Brigade mission requirements. Provides internal and external training and technical advice to supported battalions/companies on property book accountability issues and logistics matters. Provides logistical support during all deployment and redeployment activities. Performs other duties as assigned.

QUALIFICATIONS REQUIRED: **AOC 920A** applicants must possess an AOC compatible with the duty position IAW Table 2-1f, AR 135-18. Applicants must have a valid state driver's license with no more than 4 points on their driving record and be able to operate military vehicles and equipment organic to the unit. Applicant must have the ability to obtain an Official Government passport. 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 meet the physical requirements of AR 350-15, AR 600-9, and AR 40-501 and appointment criteria IAW NGR 600-100 and AR 135-18. 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. Except for mobilization, extenuating circumstances, or other emergency, member accepted for this position will not be subject to reassignment during the first 18 months. After 18 months, officer may be reassigned without consent or without geographical limitations to meet the needs of the service.
4. As a condition of employment, service members are required to attend mandatory training courses associated with this position. Failure to complete course(s) within the first year may be cause for reassignment to other FT positions.
5. Must hold or have the ability to obtain a Secret clearance.
6. Must be in good standing with the AGR Program.

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 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 valid **6 months (AGR); 12 months (MDAY)**).
- ACFT DA Form 705 or DTMS ITR**, Current Army Physical Fitness retention standards IAW AR 40-501. (**Valid 6 months AGR; 12 months MDAY**)
- OERs THREE latest. (Gaps in rating periods MUST be explained in writing.) Letter of recommendations on individuals not requiring an OER.**
- Unit memo** verifying no Flagging Actions.
- Security Clearance Memo**
- 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 25-033 Property Book Officer (WITH LAST NAME) TO: 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.