

NATIONWIDE

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (667)-296-3494

POSITION VACANCY ANNOUNCEMENT: #25-040

OPENING DATE: 18 March 2025 CLOSING DATE: 17 April 2025

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

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: STATE SENIOR PARALEGAL NCO (27D40)

HIGHEST GRADE AUTHORIZED SFC/E7

ORGANIZATION AND LOCATION: JFHQ, FIFTH REGIMENT ARMORY, BALTIMORE, MD 21201

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

WHO MAY APPLY: OPEN TO CURRENT ON-BOARD ARMY NATIONAL GUARD AGR SOLDIERS, WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR, AND TRADITIONAL MDAY SOLDIERS THAT HAVE BEEN AWARDED THE 27D MOS.

GENERAL ELIGIBILITY REQUIREMENTS:

1. Must meet physical standards of AR 600-9 and AR 135-18, Table 2-1.
2. Must not be under current suspension of favorable personnel actions.
3. Applicants must not be entitled to receive Federal military retired or retainer pay.
4. Must be able to serve at least three good years in active status prior to mandatory removal.
5. 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.
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 re-enter the program.

INITIAL ENTRY QUALIFICATION:

1. Must meet entry requirements of AR 135-18.
2. Must be medically qualified under AR 40-501, Chap 3. PHA or flight physical must be within 12 months prior to initial entry. Selectee must be medically certified as drug free, be tested for HIV within 24 months prior to initial entry.
3. 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.
4. 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.
5. Must be eligible for reenlistment or extension per NGR- 600-200 Chapter 8 Table 8-1.

ON-BOARD AGR QUALIFICATIONS:

1. ARNG/ARNGUS soldiers must possess MOS of the AGR duty position.
2. Must be within grade requirements of MTOE/TDA position and NGB staffing guide.
3. Must be within grade requirements of MTOE/TDA position and NGB staffing Guide.
4. **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).**
5. **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.**
6. **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: Soldier serves at State level and provides typing and clerical support with special expertise in the legal area for unit of assignment. Must be able to type military and non-military correspondence, messages, orders, reports, regulations, forms, requisitions, directives, SOPS, various legal documents and related material. Material is typed in draft and final copy using written notes, drafts, verbal instructions or other sources to provide copy. Prepares copy in proper format and in compliance with appropriate regulations, directives, policies, instructions, etc. Employs basic principles of grammar, composition and accepted legal requirements and standards. Proofreads finished or drafted material and corrects as necessary. Assembles final product for review, signature, authentication or other specified disposition. PERFORMS OTHER DUTIES AS ASSIGNED.

QUALIFICATIONS REQUIRED: MOS 27D40. Applicant must have a valid state driver's license and High School Diploma or GED. Must have a minimum score of **110** in aptitude area **CL** in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of **107** in aptitude area **CL** on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of **105** in aptitude area **CL** on ASVAB tests administered on and after 1 July 2004. A minimum typing speed of 25 net words-per-minute. Must have a minimum physical profile of **222121**. Must have normal color vision. Must have or be able to obtain a **secret** level security clearance. Must be a U.S. citizen. Applicant must possess potential to perform required duties. **Any soldier more than two grades below the authorized grade on this announcement can apply but a TAG approved waiver is required if selected for the position.**

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. You must have at least 3 years remaining on current enlistment on the first day of the initial tour. Applicants must re-enlist or extend in order to meet this requirement.
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. On board AGR soldiers who do not become qualified within 12 months will be reassigned to a position for which they are qualified or be separated from the AGR program.
5. All AGR soldiers will 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 AS ONE O

- NGB Form 34-1, DATED 20131111** completed, signed, dated and annotated job number.
- Current copy of Enlisted Record Brief (**ERB**) **BOARD VERSION ONLY**
- MEDPROS Report** of current **Individual Medical Readiness Report** or **MEDPROS dashboard Screenshot (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) or **DTMS**
- ACFT DA Form 705 or DTMS ITR**, Current Army Physical Fitness retention standards IAW AR 40-501; **no more than 6 months for AGR and 12 months for traditional members.**
- NCOERs THREE latest** and as available for NCO applicants. (**Gaps in rating periods or not having the requested amount of NCOERs Must be explained in a Memorandum for Record**)
- 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 25-040 SENIOR PARALEGAL (27D) W/ 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!***

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 23-089 STATE SENIOR PARALEGAL NCO (27D40)TO: ng.md.mdarng.mbx.mdng-hro-agr@army.mil

All Applications need to be submitted to the HRO Email Distro by 28 July 2029.