

**MARYLAND ARMY NATIONAL GUARD ONLY**

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

**POSITION VACANCY ANNOUNCEMENT # 25-049**

**OPENING DATE: 25 April 2025 CLOSING DATE: 10 May 2025**

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

**BRANCH OF SERVICE: ARMY NATIONAL GUARD**

**POSITION TITLE: Assistant Operations NCO/Material Management NCO (92A30) HIGHEST GRADE AUTHORIZED: SSG/E6**

**ORGANIZATION AND LOCATION: HHC 1297<sup>th</sup> CSSB, 301 Old Bay Lane, Havre de Grace, Maryland 21078**

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

**WHO MAY APPLY: OPEN TO SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD THAT ARE CURRENTLY ON-BOARD AGR ENLISTED SOLDIERS WHO HAVE COMPLETED A MINIMUM OF 18 MONTHS OF THEIR INITIAL TOUR AND TRADITIONAL MDAY ENLISTED SOLDIERS OF THE MARYLAND ARMY 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>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 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.</li><li>5. Soldiers whose PULHES contains a "3" or "4" must meet the requirements of AR 600-60 prior to initial entry.</li><li>7. Must be able to complete the Military Education requirements commensurate with the military grade.</li><li>8. 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>9. 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>

**PARA**  
109

**LIN**  
02

**Position Number**  
03120580

**UIC**  
WTPXAA

**DESCRIPTION OF DUTIES:** **Serve as an Automated Logistical / Readiness NCO.** Responsible for administrative input for pay, personnel records, training schedules, and oversight of logistical support. Coordinate directly with 1297th leadership and 58th Troop Command full time leadership regarding all personnel, training, and logistical support issues. Serves as Unit Readiness NCO. Responsible for planning, preparation, resourcing, and executing all Individual Duty Training (IDT), Annual Training (AT), and all other training. Drafts training schedules for approval which comply with command guidance, directives, and publications of higher headquarters. Conducts preparatory visits as necessary to ensure availability and procurement of training areas, ranges, and other facilities required by the unit. Maintains the training library and all records, along with related training equipment and aids. Reasonable for Unit alert roster, alert coordination, and unit certification program and maintains unit certification database (DTMS, RCAS, IPPS-A etc.). Manage the unit medical and dental records, monitor and request required physical examinations. Secondary unit physical security manager. Manages unit Army Substance Abuse Program (ASAP) and Unit Prevention Leader (UPL) programs. Additional duty includes DTS administrator and reviewer. Other duties as required by regulation and/or MDARNG regulations.

**QUALIFICATIONS REQUIRED:** **92A30. Applicant must possess the following qualifications:** Applicant must have a valid state driver's license and High School Diploma or GED. Physical demands rating of significant. **A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 Jul 2004.** Must have a minimum physical profile of **222222**. Mandatory formal training. 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. No conviction or other adverse disposition for criminal offenses listed as a misdemeanor or felony as outlined in AR 601-210, chapter 4. This criteria is not waivable. Applicants must have a valid state driver's license and be able to operate military vehicles and equipment organic to the unit. Applicant must have a working knowledge of automated office procedures. Applicant must be able to complete the Military Education 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**  
**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
- ☐ **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**)
- ☐ **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 MUST be explained in writing.) Letter of recommendations on individuals not requiring an NCOER/OER.**
- ☐ Security Clearance Memo
- ☐ 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 25-049 MATERIALS MANAGEMENT NCO (92A) WITH LAST NAME TO:**  
[nq.md.mdarng.mbx.mdng-hro-agr@army.mil](mailto:nq.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.*