

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

POSITION VACANCY ANNOUNCEMENT # 26-036

OPENING DATE: 20 February 2026 CLOSING DATE: 07 March 2026

**FULL TIME MILITARY / ONE TIME OCATIONAL TOUR (OTOT) POSITION
VACANCY**

BRANCH OF SERVICE: ARMY NATIONAL GUARD

POSITION TITLE: HUMAN RESOURCES SERGEANT (42Y30)

HIGHEST GRADE AUTHORIZED: SSG/E6

ORGANIZATION AND LOCATION: JOINT STAFF, MDNG, CAMP FRETTERD, 5401 RUE SAINT LO DR., 21136

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

WHO MAY APPLY: OPEN TO TRADITIONAL M-DAY ENLISTED SOLDIERS OF THE MARYLAND ARMY NATIONAL GUARD IN THE RANKS OF SGT/E5 - SSG/E6. MUST ALREADY BE 42A MOSQ'D.

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. If an Enlisted Soldier, must be 18 years of age and not have reached his/her 55th birthday. 3. Must not be under current suspension of favorable personnel actions. 4. Must not be entitled to receive Federal military retired or retainer pay. 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. 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. 7. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date of separation. 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. 	<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. 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. 6. Must be able to complete the Military Education requirements commensurate with the military grade. 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. 8. Must be eligible for reenlistment or extension per NGB-ARH Policy #09-26. 	<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.

PARA	LIN	Position Number	UIC
007	02	03221474	W8A5A4

DESCRIPTION OF DUTIES: Serves as the Human Resources Sergeant with assignment as a 42A30. Duties include but are not limited to assisting and performing personnel and administrative functions at the Joint Staff level. Advise the director, the staff, and unit Soldiers/Airmen on all human resource matters. Participate in occupational classification and management of human resources or supervises personnel management of human resources or supervises personnel management activities to include maintaining officer and enlisted personnel records and processing personnel actions concerning Soldiers and their families. Operate and manage field personnel information systems, trains and assist system users, or monitors system activities. Provide and manage postal operations. Administer the unit medical readiness program to enhance personnel readiness and improves deploy ability of the unit. Responsible for maintaining all medical tracking to include, but not limited to, Line of Duty (LOD) injuries and investigations, medical evaluation boards, mandatory vaccinations, profiles, scheduling and tracking medical readiness events, coordinating all Periodic Health Assessments, Post Deployment Health Reassessments, MOS/Medical Retention Boards, and Medical Evaluation Boards. Manage the UPL program for the Joint Staff. All additional duties as assigned.

QUALIFICATIONS REQUIRED: **MOS: 42A30** Must possess the following qualifications: Already awarded the 42A MOS. Human rA 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). Formal training (completion of a resident course of instruction for MOS 42A conducted under the auspices of the U.S. Army Adjutant General School) mandatory. Effective 1 June 2013, attendance to formal training is limited to personnel in the rank/grade of SSG/E6 non-promotable and below. Soldiers with contracts or reclassification packets approved prior to 1 April 2013 are excluded from this requirement and will be processed for training. Initial award of MOS 42A is limited to personnel in the ranks of SSG/E6 non-promotable and below.(5) A security eligibility of SECRET.(6) Be a U.S. citizen

SPECIAL INFORMATION

1. Appropriate military uniform will be worn during duty hours.
2. Continuation of tour is subject to findings of the OTOT Tour Continuation Board and the Adjutant General.
3. Initial Tour soldiers who do not become MOS/AOC qualified within 12 months may be separated or non-retained from the OTOT program.
4. 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 OTOT duty.

APPLICATION PROCEDURES / REQUIRED DOCUMENTS

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS 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
- MEDPROS IMR 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)
- AFT Scoresheet or ATIS Screenshot,** Current Army Physical Fitness retention standards IAW AR 40-501; not more than 6! months.
- NCOERs THREE latest. (Gaps in rating periods 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 WITH **BASD INFORMATION**
 - 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 26-036 HUMAN RESOURCES SERGEANT (42A30) 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.***