

Maryland Army National Guard

COMMAND POSITION VACANCY ANNOUNCEMENT

OPENING
DATE **02 Sep 2025**

CLOSING
DATE **17 Sep 2025**

BOARD TYPE/
DATE **(Interview)**

POSITION TITLE: **Equal Employment Opportunity (EEO) and Equal Opportunity (EO) Advisor** HIGHEST GRADE AUTHORIZED: **MSG (E8)**

PARA/LIN: **015/02** POSITION NUMBER: **03221472** OC/SSI/FA/MOS: **00F5M0000** UIC: **W8A5AA**

ORGANIZATION & LOCATION: **Joint Force Headquarters
Fifth Regiment Armory
219 Twenty-Ninth Division Street
Baltimore, MD 21202-2200**

WHO MAY APPLY: Open to traditional MDAY Soldiers, on board T32/T10 NCOs for a MOS immaterial (00F) position. All applicants must be a promotable E7 or already in the grade of E8 at the time of selection. This is a traditional M-Day position.

DESCRIPTION OF DUTIES: The Senior Enlisted Advisor for Equal Opportunity serves as the senior enlisted EO subject-matter expert who reports directly to the Military Equal Opportunity (MEO) Manager, working with the MEO to advise MDARNG commanders and unit leaders, support EOAs at the brigade level and EOLs at the unit level, and assist complainants. Core duties include planning, delivering and coordinating EO training; advising leaders on EO program implementation, and complaint handling; providing counseling and support to complainants and respondents within policy; overseeing complaint management and facilitating appropriate alternative dispute resolution; conducting staff-assisted visits and EO program engagements; leading and participating in EO focus groups; collaborating with the SAPR team and the State Equal Employment Manager on integrated EO and SAPR initiatives; tracking and maintaining EO data (DTMS EO training, complaint statistics, ADR outcomes) and generating leadership-focused reports; ensuring compliance with applicable laws, DoD/DA policies, and MDARNG regulations; and sustaining cross-functional relationships with EOAs, EOLs, commanders, SAPR personnel, and operational/readiness NCOs/data support to promote data integrity, continuous improvement, and a professional, ethical command climate.

REQUIRED QUALIFICATIONS: Must hold a Secret clearance. Must meet the physical requirements of AR 350-15, AR 600-9, and AR 40-502. Applicant must not be currently under suspension of favorable personnel actions. Must be in grade of MSG/E8 or a promotable SFC/E7 at the time of selection. Must have or can obtain the SQI Q within 12 months of selection. Must possess an in-depth knowledge of the mission of the Unit and understand the Command relationships two levels up on the MTOE.

SPECIAL INFORMATION

Position is not gender restricted. Assignment limitations of AR 600-8-19, NGR 600-200

APPLICATION PROCEDURES

Forward the documents listed below to:

SGM Ronald D. Barbour MDARNG G1 Sergeant Major
mdarngmdaypositionssubmission@army.mil

1. Military Resume (Biographical Sketch) in accordance with format in NGR 600-200 Figure G-3
2. Three most current available NCOERs
3. Validated SRB (within 6 months)
4. Security Clearance verification Memo
5. DA Form 705 (ACFT or AFT Scorecard) within past 12 months or DTMS Screenshot.
6. Height-Weight Statements within 6 months of the board date or DTMS Screenshot. DA Form 5500-R / 5501-R (if applicable)
7. MEDPROS IMR
8. Optional applicant memorandum to provide additional information to the president of the selection board not contained in the above listed documents.

All applications will be screened without regard to race, ethnicity, religion, sex, or national origin. Selection will be made based on military education, skills, and individual experience.

Questions concerning this position vacancy announcement should be directed to:

SGM Ronald D. Barbour Commercial: (410) 652-2168 (please send text first) E-Mail: mdarngmdaypositionssubmission@army.mil