

STATE WIDE VACANCY ANNOUNCEMENT (SWVA)

G1 ENLISTED PERSONNEL ARKANSAS NATIONAL GUARD BLDG 7202, ROBINSON MTC NORTH LITTLE ROCK, AR 72199-9600	DATE: 6 December 2018	SWVA CONTROL NUMBER: 2019-SWVA-002
OPEN TO: Current members of ARARNG or those eligible to become members of the ARARNG	Applications will be accepted until: 31 May 2019 OR UNTIL FILLED	
POSITION TITLE, SERIES, GRADE, PARA/LINE: PARALEGAL NCO, 27D, E5, 104/04	APPOINTMENT FACTORS: See Paragraphs Below	
LOCATION OF POSITION: HSC 777TH AVIATION SPT BN	MINIMUM GRADE: SPC (E4)	MAXIMUM GRADE: SGT (E5)

BACKGROUND:

- (1) Reference: ARNG-HRH 24 July 2012 State Wide Vacancy Announcement (SWVA) Procedures (PPOM #12-057).
- (2) Background: ARARNG has been unable to fill the below NCO vacancy IAW AR 600-8-19 and the ARARNG MOI for 2019 EPS Board. Thus, this SWVA is hereby implemented to identify and assign Soldiers to voluntarily fill a Traditional NCO vacancy.
- (3) **This is a Traditional “M-Day” position. It is NOT a full-time position.**

SOLDIER INCENTIVES: Any change in a Soldier’s MOS, except as provided by normal rank progression as outlined in DA PAM 611-21, is not allowed and will terminate that Soldier’s Select Reserve Incentive Program bonus, with recoupment. Accepting a SWVA slot is voluntary change of MOS and falls outside of normal rank progression. Applicants should contact the ARARNG Incentive Manager at 501-212-4028 to determine any possible termination and/or recoupment actions that may result from accepting this position.

DUTIES:

The Paralegal specialists administer and supervise the provision of legal services to unit commanders and staff and assist judge advocates/attorneys in providing professional legal services in diverse legal disciplines, including: organizational legal services (military justice, legal assistance, claims, administrative law, international law, operational law, and contract law); defense legal services; and judicial legal services. The Paralegal NCO supervises the operation of a section in a command or installation legal office. Provides technical guidance to subordinates. Maintains law/administrative library and section files and records. Monitors and reviews actions to ensure accuracy and timely dispatch or disposition.

SPECIFICATIONS:

- (1) Applicants must be 27D qualified or eligible to become 27D qualified.
- (2) A physical demands rating of light.
- (3) A physical profile of 222121.
- (4) Qualifying scores.
 - (a) A minimum score of 110 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
 - (b) 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.
 - (c) A minimum score of 105 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
- (5) Successful display of typing a minimum of 25 words per minute (WPM) or with a typing test administered with industry-standard computer software (e.g. Mavis Beacon).
- (6) Must have, at a minimum, a General Equivalency Diploma (GED).
- (7) A security eligibility of SECRET is required for the initial award and to maintain the MOS.
 - (a) Requirements for a SECRET eligibility is effective 1 June 2005 for all new accessions into MOS 27D.
 - (b) Requirement for a SECRET eligibility is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.
- (8) The Soldier must be a U.S. citizen.
 - (a) Requirements to be a U.S. citizen is effective 1 June 2005 for all new accessions into MOS 27D.
 - (b) Requirement to be a U.S. citizen is effective 1 October 2008 for all Soldiers holding MOS 27D who entered service prior to 1 June 2005.
- (9) No court-martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval).
- (10) No record of civil conviction other than minor traffic offenses. (Minor non-traffic offense civil conviction waivable by HQDA (AHRC-EPM-A), with OTJAG approval.)
- (11) No record of lost time under 10 U.S.C. 972, see appendix 3, MCM. (Waivable by HQDA (AHRC-EPM-A) with OTJAG approval.)
- (13) No pattern of undesirable behavior as evidenced by civilian or military record.
- (12) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- (13) Formal training (completion of full 10 week, 3 day, MOS 27D course, 512-27D10, conducted under the auspices of the U.S. Army Adjutant General School, Paralegal Specialist Course) mandatory for all Soldiers. Prior service as a paralegal in sister services does not meet required Army paralegal qualifications. (Active Component: available only to SGT and below. Request for waiver for non-promotable SSG may be submitted to OTJAG, Regimental Command Sergeant Major, ATTN: DAJA-RCSM; Reserve Component and National Guard: Available only to SGT and below. Request for waiver for SSG through MSG may be submitted to OTJAG, Regimental Command Sergeant Major, ATTN: DAJA-RCSM.
- (14) Paralegal certification by The Judge Advocate General (TJAG), per Army Regulation (AR) 27-1, Judge Advocate Legal Services.

(15) *Physical requirements and standards of grade. Physical requirements and SG relating to each skill level are listed in the following tables of the DA PAM 611-21:*

- (1) *Table 10-27D-1. Physical requirements.*
- (2) *Table 10-27D-2. Standards of grade TOE/MTOE.*
- (3) *Table 10-27D-3. Standards of grade TDA.*

(16) Individual must have a current, passing APFT and must meet height/weight standards prescribed in AR 600-9 to be selected for this position.

(17) Applicants flagged in SIDPERS for any reason will not be selected for this position.

(18) Any falsification of the eligibility requirements will result in immediate disqualification and release from the position.

(19) Upon selection and subsequent acceptance, the selected Soldiers will be assigned to the valid vacancy. Soldiers accepting positions outside the normal driving distance will be counseled prior to issuing transfer orders. Once selected and assigned under this SWVA, the following requirements must be met prior to executing promotion orders for Soldiers who are non-duty MOS qualified, fail to have the requisite NCOES, and/or fail to meet the zone of consideration (TIG/TIS/CES) criteria. Promotion orders will not be issued until all regulatory requirements are completed per AR 600-8-19, Chapter 7.

a) **Duty MOS Qualification:** Soldiers selected by this SWVA must agree to become MOS qualified within 1-year of assignment. This includes completing any additional requirements associated with awarding the new MOS such as security clearance.

b) **NCOES/SSD:** Soldiers selected by this SWVA must agree to complete all NCOES requirements for the duty position advertised by this SWVA within one year of assignment. This includes SSD 1 for consideration for E5, SSD 2 for consideration for E6, SSD 3 for consideration for E7, and SSD 4 for consideration for E8.

c) **Zone of Consideration:** If applicable, Soldiers selected by this SWVA will be promoted upon award of 27D MOS/CPMOS, completion of any required NCOES or SSD, and placement on the promotion list (must be boarded and listed on EPS list following scheduled boards). Once the Soldier is on the promotion list, the Soldier may be promoted out of sequence because their original selection was against an exhausted promotion list.

d) Commanders are authorized to reassign a Soldier to a position commensurate with their current grade and qualifications if they fail to meet the conditions of the SWVA selection (i.e., fault of the Soldier).

POC for duty description: MSG Jonathan Smith – 77th TAB Senior Human Resources NCO at 501-212-4982

Selecting Supervisor: CSM Thomas Mize, 77th TAB CSM

Approval Authority: CSM Rick Megoloff, ARARNG State Command Sergeant Major

APPLICATION INSTRUCTIONS:

All applications must be submitted via email to: ng.ar.ararmg.list.enlisted-promotions@mail.mil or benson.o.pierce.mil@mail.mil.

- a. Letter of interest from individual indicating desire to voluntarily transfer to the advertised position and meet all MOS and NCOES requirements within required timelines of PPOM #12-057.
- b. Letter of acknowledgment from current unit commander. (If not on a current EPS list)
- c. Enlisted Record Brief (ERB).
- d. Last 3 NCOERs. Memorandum may be provided to explain less than 3.
- e. Current DA Form 705
- f. Certified Height/Weight or DA 5500 or 5501 if exceed Screening Table Weight.