

STATE WIDE VACANCY ANNOUNCEMENT (SWVA)

G1 ENLISTED PERSONNEL ARKANSAS NATIONAL GUARD BLDG 7202, ROBINSON MTC NORTH LITTLE ROCK, AR 72199-9600	DATE: 19 January 2022	SWVA CONTROL NUMBER: 2022-SWVA-005
OPEN TO: Current members of ARARNG or those eligible to become members of the ARARNG	Applications will be accepted until: 31 AUGUST 2022	
POSITION TITLE, SERIES, GRADE, PARA/LINE: PARALEGAL NCO 27D, E5, 103 / 03 (3317685)	APPOINTMENT FACTORS: See Paragraphs Below	
UNIT, LOCATION OF POSITION: HHC, 239 TH BEB, CONWAY, AR	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 2022 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:

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. 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:

(Qualifications in subparagraphs 8, 9, 10, 11, 12 and 14 below are required for award or retention of MOS). Paralegal specialists must possess the following qualifications:

- (1) A physical demands rating of light.
- (2) A physical profile of 222121.
- (3) 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.

(4) 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).

(5) Must have, at a minimum, a General Equivalency Diploma (GED).

(6) 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.

(7) 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.

(8) No court martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval).

(9) 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.)

(10) No record of lost time under 10 U.S.C. 972, see appendix 3, MCM. (Waivable by HQDA (AHRC-EPM-A) with OTJAG approval.)

(11) 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 Quartermaster 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 SPC(P) and below. Those promoted after the day of reenlistment/reservation will be trained. For Active Component only, waivers may be granted for SGTs through SSG non-promotable. Army Reserve and National Guard: Available only to SGT and below. For Army Reserve and National Guard only, waivers may be granted for SSG through MSG. All requests for waiver 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.

Additional skill identifiers. (Note: Refer to table 12-8 (Listing of universal ASI's associated with all MOS).

(1) C5--Court Reporter (skill level 1-4 only).

Point of Contact for duty description: MSG Edward Palmer – SR HR NCO at 501-212-6702

Selecting Supervisor: CSM Jessie Parsons – 39th IBCT Command Sergeant Major

SWVA and EPS Oversight Authority: CSM Paul Winkle, ARARNG State Command Sergeant Major

APPLICATION INSTRUCTIONS:

All applications must be submitted via email to the Enlisted Personnel Manager at

adam.w.burch.mil@army.mil

viola.n.schaeffer.mil@army.mil

APPLICATION CHECKLIST:

- a. Letter of interest from the 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. Most Recent DA Form 705
- f. Most Recent Certified Height/Weight or DA 5500 or 5501 if exceed Screening Table Weight.