

**IOWA ARMY NATIONAL GUARD
M-DAY VACANCY ANNOUNCEMENT**

POSITION VACANCY NUMBER: MDV #24-162 **CLOSING DATE:** 26 September 2024

UNIT/DUTY LOCATION: HHC 734th RSG / Johnston

MINIMUM RANK TO APPLY: SSG **DUTY MOS:** 27D40

DUTY POSITION: Paralegal NCO

FULL-TIME STAFF POC: SFC Lindsey Shadlow **PHONE:** (515) 331-5851

LEADERSHIP POSITION/TYPE: No / N/A

ELIGIBILITY REQUIREMENTS TO BE CONSIDERED FOR THIS POSITION

GENERAL REQUIREMENTS:

1. Not currently “Flagged from Favorable Personnel Actions” or under a “Bar to Reenlistment.”
2. Must be qualified as a **27D** to apply for this vacancy.
3. Must be able to meet the required service obligation (minimum of 12 months from course completion).
4. A Soldier who has a remaining contractual service obligation due to an incentive contract for a specific MOS or UIC may apply for non-standard vacancies but will lose remaining incentive payments with the possibility of recoupment, as applicable.
5. Must not be currently stagnant on NCOES/PME. (to include DLC requirements).
6. Soldiers applying for a position of higher grade must be on the current promotion list. Soldiers command removed or self-removed from promotion consideration are not eligible to apply.

MOS SPECIFIC REQUIREMENTS:

1. A physical demands rating of light.
2. PULHES: 222121.
3. A minimum score of 110 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.
4. 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.
5. A minimum score of 105 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.
6. 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).
7. Must have, at a minimum, a General Equivalency Diploma (GED).
8. A security eligibility of SECRET is required for the initial award and to maintain the MOS.
9. The Soldier must be a U.S. citizen.
10. No court-martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval).
11. 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).
12. 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.

14. 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.

15. Paralegal certification by The Judge Advocate General (TJAG), per Army Regulation (AR) 27-1, Judge Advocate Legal Services.

TRAINING:

1. Phase 1: 1 Week Virtual Learning Course
2. Phase 2: 2 Weeks Resident Training Course

SUMMARY OF 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.

1. Supervises the operation of an installation legal office or section of a major command legal office. Plans, task-organizes, and provides logistical support to subsections. Coordinates the requisition and assignment of installation paralegal specialists/NCOs. Develops and implements installation training of paralegal specialists/NCOs.

Application Documentation:

A complete application packet consists of the following documents:
(Packets will be in the following order)

1. Vacancy Announcement
2. Soldier Selection Board Record Brief
3. Last 3 NCOERs (if applicable)
4. APFT and Weigh Control History (DTMS History Report Printout)
5. MedPros Printout
6. Memo of Non-Flagging Actions (Must be signed by 1SG or Commander)
7. Incentives Counseling
8. ACASP supporting documentation (if applicable)

Application Instructions:

Documents need to be scanned as **one PDF labeled as Vacancy# Last name i.e. MDV 20-001 Snuffy**. Do not scan documents individually.

Where to forward application:

Mail: The Adjutant General of Iowa, ATTN: NGIA-PER-EPM, 7105 NW 70th Ave, Johnston, Iowa 50131-1824

E-Mail (Preferred method): Applications can be emailed to nq.ia.iaarnq.list.per-epm@army.mil.

The subject line of the email will be marked as "Application Packet for M-Day Vacancy #____." Applications must be received and stamped into this office no later than 1630 on the closing date of announcement. Incomplete or late packets will not be accepted.

**Documents need to be scanned as one PDF. Do not scan documents individually.
Packets not scanned as one document will be returned without action.**

Notification Instructions:

Notifications of selection/non-selection will be sent to the Soldier's Enterprise e-mail address via MSC PSNCO.

Questions concerning the contents of this notice may be directed to the Full Time Support POC listed on the front of this announcement.