

STATE WIDE VACANCY ANNOUNCEMENT (SWVA)

G1 ENLISTED PERSONNEL KANSAS NATIONAL GUARD 2800 SW TOPEKA BLVD TOPEKA, KS 66611-1287	DATE: 5/5/2018	SWVA CONTROL NUMBER: 2018-SWVA-016	
OPEN TO: Current members of KSARNG or those eligible to become members of the KSARNG (Male and Female)		Applications will be accepted until: 6/4/2018	
POSITION TITLE, SERIES, GRADE, PARA/LINE: PARALEGAL NCO, 27D, E6, 119/03 (1 Position)		APPOINTMENT FACTORS: See Paragraphs Below	
LOCATION OF POSITION: 130TH FAB, MANHATTAN KS		MINIMUM GRADE: E4 (BLC & SSD2) / E5	MAXIMUM GRADE: E6

BACKGROUND:

- (1) Reference: ARNG-HRH 24 July 2012 State Wide Vacancy Announcement (SWVA) Procedures (PPOM #12-057).
- (2) Background: KSARNG has been unable to fill the below critical NCO vacancies IAW AR 600-8-19 and the KSARNG MOI for 2016 EPS Board, to include Annex F, Exhausted Procedures. Thus, this SWVA is hereby implemented to identify and assign Soldiers to voluntarily fill a Traditional NCO vacancy.
- (3) **These are Traditional "M-Day" positions. These are NOT full-time positions.**

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 KSARNG Incentive Manager at 785-274-1068 to determine any possible termination and/or recoupment actions that may result from accepting this position. Soldier may be eligible to qualify for the MOS Conversion bonus (MOS CB) contact your unit or the KSARNG Incentive Manager.

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 command legal office. Trains and provides guidance to subordinates on complex legal administrative issues. Coordinates with units concerning taskings and training of paralegal specialist and noncommissioned officers. Conducts extensive legal research. Adjudicates personal property claims.

RECLASS REQUIREMENTS:

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). No court martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval). 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.) No pattern of undesirable behavior as evidenced by civilian or military record. 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.

SPECIFICATIONS:

- (1) Applicants must be 27D qualified or eligible to become 27D qualified.
- (2) A physical demands rating of Significant and a (PULHES) of 222121
- (3) Normal Color Vision Not Required
- (4) In order to attend a 27D MOS producing school, applicants must meet the minimum ASVAB 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) U.S. Citizen
- (6) Individual must have a current, passing APFT and must meet height/weight standards prescribed in AR 600-9 to be selected for this position.
- (7) Applicants flagged in SIDPERS for any reason will not be selected for this position.
- (8) This position requires a Secret Security Clearance
- (9) Any falsification of the eligibility requirements will result in immediate disqualification and release from the position.
- (10) 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. JFHQ G1 may approve an extension beyond one year period based training seat availability, mobilization, or other administrative processing requirements.
 - b) NCOES/SD:** 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. JFHQ G1 may approve an extension beyond one year period based on training seat availability or other extenuating circumstances beyond the Soldiers Control.
 - 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 Kathy Zabel-130TH FA (BDE) Senior Human Resources NCO at (785)646-4619

Selecting Supervisor: CSM Ricky Matticks

Approval Authority: CSM Harold Whitley with concurrence from DOP

APPLICATION INSTRUCTIONS:

All applications must be submitted via email to: ng.ks.ksarng.list.enlisted-personnel@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. Resume including work related history and/or college/technical school education with updated transcripts.
- d. Enlisted Record Brief (ERB).
- e. Last 5 NCOERS. Memorandum may be provided to explain less than 5 (i.e., SGT with 3 years TIG).
- f. Current DA Form 705 certified by current unit commander
- g. Certified Height/Weight or DA 5500 or 5501 if exceed Screening Table Weight.
- h. Current MEDPROS Printout

