

IOWA ARMY NATIONAL GUARD

M-DAY VACANCY ANNOUNCEMENT

POSITION VACANCY NUMBER: MDV #26-086 **CLOSING DATE: 30 SEP 2026**

UNIT/DUTY LOCATION: 67th Troop Command / Iowa City

MINIMUM RANK TO APPLY: SGT **DUTY MOS: 27D3O**

DUTY POSITION: Paralegal NCO

FULL-TIME STAFF POC: MSG Brandon Laubscher **PHONE: (515) 331-5603**

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 or be able to complete **27D** MOSQ within 12 months of assignment.
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 M-Day vacancies but will lose remaining incentive payments with the possibility of recoupment, as applicable.
5. 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. Qualifying scores. A minimum score of 105 in aptitude area CL.
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.
7. Must be a U.S. citizen.
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.
14. 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.

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

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.
2. 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.

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 26-001 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 ng.ia.iaarnng.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 from the Enlisted Personnel Management (EPM) Team.

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