

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

**POSITION VACANCY NUMBER:** MDV #26-128                      **CLOSING DATE:** 30 SEP 2026

**UNIT/DUTY LOCATION:** HHC, 334<sup>th</sup> BSB / Cedar Rapids

**MINIMUM RANK TO APPLY:** SPC                                      **DUTY MOS:** 27D20

**DUTY POSITION:** Paralegal NCO

**FULL-TIME STAFF POC:** SFC Jonathan McVey                      **PHONE:** (515) 331-5591

**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.

## **Application Documentation:**

A complete application packet consists of the following documents:

(Packets will be in the following order)

1. Vacancy Announcement
2. Soldier Talent Profile (STP) – Pulled from IPPS-A
3. Last 3 NCOERs (if applicable)
4. ACFT/AFT History – Pulled from ATIS
5. Individual Medical Record (IMR) – Pulled from MedPros
6. Memo of Non-Flagging Actions (Must be signed by 1SG or Commander)
7. DA 4856 Exit & Incentives Counseling
8. ACASP supporting documentation (if applicable)

\*If ASVAB line scores are not listed on the STP, supporting document must be included such as DD 1966 or DMDC 680.

## **Application Instructions:**

Documents need to be scanned as **one PDF**; PDF Portfolios will not be accepted.

Packets should be labeled by vacancy number and last name i.e. **MDV #26-001 Snuffy**.

Applications can be emailed to [nq.ia.iaarnq.list.per-epm@army.mil](mailto: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 by the Enlisted Personnel Management (EPM) team 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 EPM team. Please allow 1-2 drill periods for notification to be made.

Questions concerning the contents about this job posting should be directed to EPM at the email listed above.