

MASSACHUSETTS NATIONAL GUARD
 FULL-TIME MILITARY TOUR (ADOS)
 VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE
 2 RANDOLPH ROAD
 HANSCOM AFB, MA 01731-3001

AGR Branch will accept applications until 10 March 2021.

Applications are currently being accepted for the following FULL-TIME (ADOS) position from qualified MA ARNG personnel under the provisions of 32 USC 502(f)(2) IAW NGB Policy Memorandum #20-003 (FTNGDOS). This position is open to ALL ENLISTED SERVICE MEMBERS IN THE MAARNG of the specified rank who meet the requirements and competencies listed in the bulletin.

Position: Resource Management Specialist	Unit / Location: Recruiting and Retention Battalion, Hanscom AFB, MA (duty: statewide locations)
Min Grade: E4 Max Grade: E5	MOS: Immaterial
Unit POC: CPT. Emily MacLean 339-202-9018 emily.c.macleam.mil@mail.mil	AGR Branch POC: Staffing NCO, 339-202-3112 ng.ma.maarnq.mbx.agr-jobs@mail.mil
Salary: Full time military pay & allowances	http://www.massnationalguard.org/available-positions.html

Contingent upon availability of FY21 funding

1. QUALIFICATIONS:

- a. Soldier will not qualify for sanctuary as a result of the operational support order unless a waiver through ARNG-HRH and approved by DARNG prior to the issuance of the order.
- b. Not currently serving on other ADOS/FTNGDOS orders that may cause the member to exceed 1,095 cumulative days (3 years) as a result of this duty within the preceding 4 year window.
- c. Not currently serving on other FTNGDOS orders that may cause the member to exceed 2,190 days (6yrs) as a result of this duty that would qualify for separation pay.
- d. Is not a Permanent Technician or AGR (Technicians must attain an acknowledgement approved by the Adjutant General).
- e. Is not within six months of ETS on the report day of the tour, unless waived.
- f. Must meet the standards of medical readiness IAW Chapter 3, AR 40-501.
- g. Soldier is within commuting distance of the assigned duty station.
- h. If female, must have a NEGATIVE pregnancy test within 15 days of order start date.
- i. Must have a minimum physical profile of 132221. Soldiers who have a Physical Profile serial (PULHES) that contains a "3" or "4" must meet the requirements of AR 635-40 prior to entry into this position. Soldiers may not have a shaving profile (waiver not authorized).
- j. Must have a Human immune-deficiency virus (HIV) showing "green" in MODS (MEDPROS IMR) within the last 24 months.
- k. Not under a suspension of favorable personnel actions per AR 600-8-2, Suspension of Favorable Actions.
- l. Meets height and weight requirements in accordance with AR 600-9.
- m. Must have a valid civilian driver's license and reliable transportation.
- n. Must not be in violation of AR 600-20 regarding participation in extremist organizations and activities (no waiver authorized).
- o. Must be eligible to obtain a secret security clearance

2. APPLICATION PROCEDURES:

ALL APPLICANTS will submit:

- A copy of this announcement.
- Completed FTNGDOS Checklist (dated 11FEB21).

NOTE: All required forms can be found at <http://www.massnationalguard.org/available-positions.html>

Any missing documentation requires a letter regarding the circumstances be enclosed in the application packet.

Incomplete Applications will not be considered.

Applicants will forward their application to their full time unit representative for required documents and endorsement. **In order to meet the submission deadline (Expiration date), allow ample time to obtain documents pertaining to your packet. Do not send the request to your unit on the expiration date as this will not meet the deadline. It is the Applicants responsibility to submit their completed packet to AGR Branch.

** Applications are accepted via EMAIL ONLY (ng.ma.maarnq.mbx.agr-jobs@mail.mil). Applications will be submitted as one single PDF attachment. Portfolio formats are not accepted. Subject line of email must include: **Announcement Number, Title of Position and Applicant's Name.**

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

All applicants will be notified in writing within 30 days after the interview process.

3. DUTIES AND RESPONSIBILITIES:

Responsible to the Recruiting & Retention Battalion Commander through the Financial/Resource Manager to assist with the management of the Recruiting & Retention Battalion's finances/resources. Duties and responsibilities may include, but are not limited to the following:

- a. Provide clerical/administrative support for contracting, budgeting, reconcilements, publication and forms management, maintaining files and reference library, receipt and distribution of mail, proper storage of documents and managing online folders. Must be proficient in Microsoft Word, Excel, PowerPoint and Adobe PDF/Acrobat. Experience with AFCOS, GFEBs, WAWF, and DTS preferred.
- b. Possess strong writing and interpersonal skills and be comfortable with interacting with those higher in rank/grade and with personnel from outside civilian agencies.
- c. Serve as the primary Purchase Requisition (PR) inputter in GFEBs, creating PRs for the Battalion's Government Purchase Card (GPC) purchases, Contracts (SPS PRs), and Military Interdepartmental Purchase Requests (MIPRs). This includes QA/QC of the required forms to initiate these purchasing actions, as well as maintenance of all documentation pertaining to purchases in hard copy and digital files.
- d. Serve as the primary inputter (L1) for requests for orders (RFOs) in AFCOS, in assistance with executing the Battalion's annual ADOS budget.
- e. Review contract documentation and create requirement packages to be submitted to Contracting via the Paperless Contract File (PCF) system.
- f. Review invoices and bills and prepare the required forms for processing of payment (to be certified by the Resource/Financial Manager).
- g. Reconcile charges within various accounts with invoices received to identify discrepancies to be reported to the Resource/Financial Manager.
- h. Must be able to work with little supervision to complete assigned tasks on their own.
- i. Performs additional duties as assigned.

Please check <http://www.massnationalguard.org/available-positions.html> for updates on job announcements.