

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 18 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.

<b>Position:</b> Property Book Manager	<b>Unit / Location:</b> Region 1 Homeland Response Force, Natick, MA
<b>Min Grade:</b> E6 <b>Max Grade:</b> E7	<b>MOS:</b> Immaterial
<b>Unit POC:</b> SGT Kelly A. Martin, 339-202-5091 <a href="mailto:kelly.a.martin65.mil@mail.mil">kelly.a.martin65.mil@mail.mil</a>	<b>AGR Branch POC:</b> Staffing NCO, 339-202-3112 <a href="mailto:ng.ma.maarng.mbx.agr-jobs@mail.mil">ng.ma.maarng.mbx.agr-jobs@mail.mil</a>
Salary: Full time military pay & allowances	<a href="http://www.massnationalguard.org/available-positions.html">http://www.massnationalguard.org/available-positions.html</a>

\*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 (XX March 2021), 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.maarng.mbx.agr-jobs@mail.mil](mailto:ng.ma.maarng.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:

The Region I Homeland Response Force (HRF) is a capability package within the National Guard Bureau CBRN Response Enterprise. The Region I HRF is comprised of National Guard Soldiers throughout the New England region that can quickly and efficiently deploy to a CBRN incident. The fulltime staff maintains the readiness of the HRF, to include training and future planning. The Region I HRF is currently looking for Full Time National Guard Duty – Other Training Duty (FTNGD-OTD) support to fill the role of Property Book Manager. Duties and responsibilities include:

- Responsible for the administration, planning and direction of the HRF property management program
- Manage the CSDP for the HRF IAW SEAT guidance, inventory scheduling of hand receipt holder accounts, proper and timely keeping of all account property records
- Manage the records for all leased, loaned and borrowed equipment and the management of records for all equipment transferred into and out of the HRF property book
- Maintain accurate account of property items
- Request, receive and issue nonexpendable property items
- Coordinate with HHC, 26MEB and Brigade S-4 to ensure joint equipment readiness and ensure the readiness of all pacing items

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