

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 24 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> State Resilience/Yellow Ribbon Coordinator	<b>Unit / Location:</b> JFHQ-G1, Hanscom AFB, MA
<b>Min Grade:</b> E6 <b>Max Grade:</b> E7	<b>MOS:</b> Immaterial
<b>Unit POC:</b> LTC Eladio Medrano 339-202-4801 <a href="mailto:eladio.f.medrano.mil@mail.mil">eladio.f.medrano.mil@mail.mil</a>	<b>AGR Branch POC:</b> Staffing NCO, 339-202-3112 <a href="mailto:ng.ma.maarnq.mbx.agr-jobs@mail.mil">ng.ma.maarnq.mbx.agr-jobs@mail.mil</a>
<b>Salary:</b> 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 (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.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:

a. SPECIFIC TASKS: Provides administrative and management support to leadership and staff through analysis, evaluation, advice, and coordination of administrative policies, programs, and operations. Assists in integrating data collection standards, demonstrates knowledge of data collection, availability, sources, reliability and validity as well as retrieval abilities of data is required. Prepares and provides timely and accurate summaries of information pertinent to the delivery of comprehensive Soldier fitness, which includes but is not limited to resiliency, risk reduction, suicide prevention, deployment cycle support, physical and mental health, spiritual health and fitness. Maintains and updates the State Resource guide and provides timely updates on Massachusetts resources to the NGB maintained National Resource Directory. Tracks, monitors data to ensure updates are complete, and training attendance has been captured. Attends meetings and/or conferences, as directed. Responsible for briefing the Director or his/her representative on issues pertaining to CSF and administration of the programs to which assigned. Provides administrative support to the assigned programs, to include monitoring Soldier enrollment and ensuring orders for R3SP courses and YRP events are input, processed and published in AFCOS, DTS and ATRRS as appropriate. Prepares, conducts and appropriately documents training conducted in appropriate system of record (e.g. DTMS). Ensures Soldiers and family members check in to events and administered appropriate surveys. Maintains rosters of MRT and RTA Qualified Soldiers throughout the state and ensures compliance with ratios of MRT required to unit of assignment. Serves as MDEP sub-activity manager, responsible for the development of annual spend plan and ensuring spend plan management is executed and financial reconciliations/reviews occur IAW state and NGB policies. Obtains and maintains access to financial systems of record to include RM online, Event PLUS, GFEBs and future identified systems. Monitors the supply of education and survey materials and coordinates the ordering of needed supplies. Assists with

research techniques to gather, organize, and analyze workload, personnel, metrics and budgetary resources data to make recommendations to service leadership. Conducts internal reviews to assure clinical and administrative activities comply with local and service standards. Reviews and interprets guidelines relating to administrative requirements and establishes and implements internal operating procedures under the guidance of the Director, Psychological Health and Resiliency Programs or his/her designee.

b. **SUPERVISORY CONTROLS:** Works under the general supervision of the G-1 via intermediary supervisory and/or leadership personnel (Warrior Resilience & Fitness Division / who establish overall objectives, resources available, deadlines, and priorities and provide guidance on problems relating to professional services. Employee independently plans and carries out duties and handles problems and deviations in accordance with instructions, policies, previous training or accepted practices. Supervisor provides guidance and assistance as needed on unusual problems, which do not have clear precedents. Work is reviewed for completeness, adequacy of planning, appropriateness of methods or techniques employed, reasonableness of scheduling and appropriateness of conclusions and recommendations drawn from data developed. Independently plans and carries out duties, resolves administrative problems that arise, and coordinates the work with others as necessary. Interprets policy and other guidelines in terms of established objectives and adapts to specific activities or problems in the department. Completed work is evaluated in terms of effectiveness in meeting program objectives and requirements, and compatibility with health and medical care services. Employee keeps supervisor and other supervisory/clinical staff informed of progress and/or problem areas encountered and refers to them those matters beyond the scope of his/her knowledge or limits of assigned responsibility.

c. **ADMINISTRATIVE DUTIES:** Duties to include but not limited to: Provide clerical/administrative support (printing and duplication, publication and forms management, maintaining files and reference library, receipt and distribution of mail, proper storage of documents, managing online folders); providing accurate and timely handling of correspondence and messages; preparing memorandums, letters, and other written correspondence; publishing documents using Microsoft Office, screening incoming correspondence and managing suspense dates and follow-up for supervisors, reviewing all outgoing correspondence for format and accuracy, scheduling appointments/meetings with outside agencies, and other additional duties as assigned or needed. Applicants should possess strong writing and interpersonal skills. Applicants should also be comfortable with interacting with those higher in rank/grade and with personnel from outside civilian agencies. Position will require extended hours of operation to include evenings and weekends when necessary.

d. **RESILIENCE PROGRAM COORDINATOR DUTIES:** The role of the State Resilience Coordinator (SRC) includes but is not limited to the following duty description. The SRC is responsible for ensuring Master Resilience Trainers (MRT) training ratios for total personnel assigned and individual UICs are maintained IAW NGB guidance. The SRC conducts and manages local RTA, DCRT, ESRT training and refresher courses and is the local approving authority for MRT level I and II applications. The SRC is responsible for ensuring the delivery of pre and post deployment resilience training to any unit deploying for longer than 90 days and for tracking the completion of all 14 MRT skills being taught on a biannual basis within the identified training system of record.

h. **YELLOW RIBBON PROGRAM COORDINATOR DUTIES:** The role of the State Yellow Ribbon Program Coordinator (YRPC) is to plan, coordinate, and execute the Yellow Ribbon Reintegration Program events and activities IAW CNGBI 1801.01A, CNGBM 1801.01 and Public Law 110-181 Section 582. The YRPC networks military Services, veterans service organizations, State government departments, and other agencies to provide information, resources, referral, and proactive outreach to Service members, their family members, employers, and youth throughout the mobilization/deployment phases of pre-deployment, deployment, demobilization and post-deployment.

**4. SPECIAL REQUIREMENTS:**

- a. Must be a Master Resilience Trainer or become MRT certified within 60 days of hire.**
- b. Once hired must complete annual HIPAA training requirements.
- c. Once hired must complete training and submit access requests for AFCOS, DAMPS, ATRRS, DTMS, RM Online, EventPLUS, GFEBS and DTS within first 120 days.
- d. Once hired must attend Fiscal Law and Resource Management courses within one year.
- e. Requirement to continue attendance at IDT/IAD and AT when such duty does not conflict with full-time duties and responsibilities while on FTNGDCD.
- f. Status of funding varies from year to year; orders are currently renewed every 3 months.
- g. Standards of Conduct.
  - (1) National Guard members working for the G-1 are required to uphold the highest standards of conduct and personal appearance.
  - (2) Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval of COC according to para 8-25 of NGR 500-2.
- h. Must be proficient in Microsoft Word, Excel, and PowerPoint.
- i. Must be confident in giving briefings to senior guard officials, large audiences and reporting information to NGB.

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