

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

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

AGR Branch will accept applications until 15 April 2021

On behalf of The Adjutant General and under the provisions of 10 USC 681, Title 32 Section 502, HRO is accepting applications for the following Active Guard Reserve (AGR) position from qualified Massachusetts Army National Guard (MAARNG) Service Members. Current MAARNG AGR Service Members are encouraged to apply.

The hiring of this position is contingent upon the availability of AGR resources and funding in the NGB FY21 authorizations voucher.

<b>Position:</b> Human Resources NCO	<b>Unit / Location:</b> 211th MP BN, Lexington, MA
<b>Min Grade:</b> E4 <b>Max Grade:</b> E5	<b>MOS:</b> 42A
<b>Unit POC:</b> MAJ Mack, 339-202-4502 <a href="mailto:veronica.j.mack.mil@mail.mil">veronica.j.mack.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>
<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>

**1. QUALIFICATIONS:**

a. Selected applicant will be militarily assigned to the unit and placed in the required duty position; applicant must have a valid Army MOS in order to qualify to apply for an AGR position. Selected applicant must become MOSQ within 12 months or be released from the AGR program.

b. Accessions into the AGR Program require the following Medical Fitness Standards:

(1) Applicant must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR Program.

(2) Periodic Health Assessments (IAW AR 40-501, Chapter 10) for entry in the AGR Program may be conducted at an active military treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with a temporary physical profile may not apply until medically cleared.

(3) Applicant must have a Human Immune Deficiency Virus (HIV) test within the last 24 months prior to initial entry into the AGR program IAW AR 600-110.

(4) Applicant must meet the body composition standards prescribed in AR 600-9.

(5) Applicant must have passing APFT and HT/WT within six months of initial AGR order.

(6) Applicants who have a Physical Profile Serial (PULHES) that contains a “3” or a “4” must meet the requirements of AR 635-40 prior to entry in the AGR Program.

(7) Applicants having a favorable appointment physical examination (IAW AR 40-501, Chapter 2) or flight physical examination (IAW AR 40-501, Chapter 4) conducted within 12 months prior to initial entry into the AGR Program are not required to complete an additional PHA for entry in the AGR Program.

(8) Pregnant female applicants are eligible to apply for AGR tours effective 03 February 2006 per NGB-ARH-S Policy Memo #06-014.

c. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

d. Individuals entering into their initial AGR Tour must be able to serve at least (3) years in an active military status IAW AR 135-18, chapter 2, prior to completing 18 years of Active Federal Service (AFS).

e. Military technicians may not convert in-place to AGR status.

f. Any falsification of the eligibility requirements will result in immediate release from the AGR program.

g. Applicants must possess a valid state driver’s license and be qualified to operate a GSA leased vehicle.

h. Before applying for any AGR position, please talk to your state’s Incentive Manager in regards to Incentives Termination/Recoupment Rules.

i. Applicants cannot apply if currently under a Suspension of Favorable Personnel Actions (FLAGGED).

j. Applicant must be able to possess a SECRET security clearance.

k. If more than ten candidates are referred to the selecting official, the selecting official may elect to interview only those candidates possessing the below **preferred qualifications**:

- (1) Highly qualified candidates have completed the Basic Leader Course (BLC).
- (2) Highly qualified candidates possess a SECRET security clearance.
- (3) Highly qualified candidates demonstrate attention to detail and proficiency in a complete and administratively correct application packet (e.g., attention to preparation of correspondence IAW AR 25-50, individual records review and readiness).

**2. APPLICATION PROCEDURES:**

Allow ample time to complete and compile your packet.

1. Forms are available at the MANG Careers page: <http://www.massnationalguard.org/available-positions.html>. All applicants will submit the following documents:

- a. This announcement (with Applicant Contact Information filled in below).
- b. NGB Form 34-1, dated 20131111 (Application for Active Guard/Reserve AGR position). Attach additional sheets of information, if necessary.
- c. DTMS Individual Training Record (ITR) showing passing APFT and HT/WT within the last 6 months with gender data redacted. (Note: COVID-19 exception – will accept passing APFT and HT/WT after 1 September 2019).Memorandum from Full-time Commander/AO/Directorate that states:
  - (1) applicant meets the height / weight standards.
  - (2) is not flagged and is within good standing.
  - (3) is not on DMD/ODD or scheduled to deploy within the next six months.
  - (4) deployable to all austere environments.
- d. All previous DD Form 214s and NGB Form 22s.
- e. Last five NCOERs (if applicable).
- f. Enlisted Record Brief (ERB) – Selection Board Version dated within the last 12 months. Must show ASVAB scores
- g. Medical Protection System Individual Medical Readiness (IMR) dated within last 12 months with gender data redacted. You can obtain this through Army Knowledge Online (AKO).
- h. NGB 23B (RPAM Statement).
- i. Completed Pre-employment Reference Check Form.
- j. Current MA AGR Soldiers will submit Full-time Commander/AO memo stating concur/non-concur with request for lateral reassignment.
- k. Letters of Recommendation are permissible, but not required.
- l. All applicants will submit a memorandum of introduction. Memorandum will summarize relevant professional background and attributes/traits they believe will make them successful in the position and the AGR Program.

**APPLICANT CONTACT INFORMATION**

NAME: \_\_\_\_\_ PMOS: \_\_\_\_\_ SMOS: \_\_\_\_\_

HOR: \_\_\_\_\_

PRIMARY PHONE: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

NOTE: Any missing documentation requires a letter of explanation in the application packet.

Submit packets as one PDF file (Portfolio format not accepted) to: [ng.ma.maarnng.mbx.agr-jobs@mail.mil](mailto:ng.ma.maarnng.mbx.agr-jobs@mail.mil). Use Subject Line as follows: Announcement Number, Title of Position, and Applicant’s Name.

**3. ADDITIONAL REQUIREMENTS:**

- a. MOS reclassification qualifications for 42A:
  - (1) Physical profile of 323222.
  - (2) Qualifying scores.

a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002.

(b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004.

(c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004.

(d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB.

b. Duty position specific qualifications: NONE

**4. DUTIES AND RESPONSIBILITIES:**

a. The Human Resources (HR) NCO processes personnel and administrative functions in support of subordinate units of the 211th Military Police Battalion. Advises the Battalion Commander, the staff, and unit Soldiers on human resources matters. The HR NCO operates and manages personnel information systems, trains and assist system users, and monitors system activities.

b. Validates and processes various administrative actions to include but not limited to: vacancy fill requests, promotions/STEP packets, extensions, awards, IEOMS input, AWOL packets, DATPOS packets, etc. Consolidates, reviews, and reports strength reports to higher echelons for State Active Duty, IDT, Annual Training, and as required. Complies personnel data for the Unit Status Report (USR), supervises, trains, and mentors junior Soldiers in the S1 section.

c. Reviews and consolidates reports, statistics, and personnel actions. Uses Microsoft Excel and Word to track and complete administrative functions. Uses HR automated systems such as IPPS-A, iPERMS, eMILPO, RCAS, SIBx, and DPRO on a daily basis.

f. Prepares letters, memorandums, and any other required documentation.

g. Facilitates suspense dates required by the Battalion and higher.

h. Performs other duties as assigned.

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