

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 **7 March 2024**.

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 service members currently assigned to the MA Army National Guard of the specified rank who meet the requirements and competencies listed in the bulletin.

Position: Administrative NCO	Unit / Location: HSI, JFHQ, 2 Randolph Rd Hanscom AFB
Min Grade: E5 Max Grade: E6	MOS: Immaterial
Unit POC: 1LT Roseli Rodriguez, 339-202-3044, roseli.rodriguez.mil@army.mil	AGR Branch POC: Staffing NCO, 339-202-3112 ng.ma.maarng.mbx.agr-jobs@army.mil
Salary: Full time military pay & allowances	http://www.massnationalguard.org/available-positions.html

Contingent upon availability of FY24 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. Pregnant Soldiers are eligible to apply and compete for ADOS opportunities.
- i. Must have a Human immune-deficiency virus (HIV) showing "green" in MODS (MEDPROS IMR) within the last 24 months.
- j. Not under a suspension of favorable personnel actions per AR 600-8-2, Suspension of Favorable Actions.
- k. Meets height and weight requirements in accordance with AR 600-9.
- l. Must not be in violation of AR 600-20 regarding participation in extremist organizations and activities (no waiver authorized).
- m. NACLC/Tier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACLC/tier 3 investigation or higher, are not eligible to apply for these positions).
- n. In accordance with DoD Government Travel Charge Card Regulations dated March 2022, all DoD personnel are required to have an individual government travel card.
- o. Applicants will be required to have a passing record ACFT within six months of packet submission beginning 1 April 2023.

2. APPLICATION PROCEDURES: ALL APPLICANTS will submit:

- A copy of this announcement
- FTNGD Checklist (dated 1 October 2023)

It is the Applicants responsibility to submit their completed packet to AGR Branch.

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

** Applications are accepted via EMAIL ONLY (nq.ma.maarng.mbx.agr-jobs@army.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

3. DUTIES AND RESPONSIBILITIES:

- Assist the Operations Officer, and the Operations NCO for the Homeland Security Institute (HSI), in the planning and execution of all HSI programs of study, to include, but not limited to Harvard Kennedy School, MIT-Lincoln Laboratory and DoD courses supporting HSI.
- Organizes and controls the team calendar inputting all leave, events, and meeting requests. Reserves rooms for meetings and must be able to be technically savvy with projectors and computers. Sets up stations for new hires and goes through the Onboarding SOP with new hires to ensure all items are checked off.
- Consistently improves our website to ensure it is complaint and responsive on the government and civilian devices.
- Provide clerical/administrative support for class roster tracking, files management, reference library, receipt and distribution of mail, proper storage of documents and managing online folders. Acts as a scribe for meeting minutes and has an agenda for every meeting. Must be very organized and proficient in Microsoft Word, Excel, PowerPoint, and Adobe PDF/Acrobat. Access to military systems such as DTS and DAMPS are a plus.
- Soldier will be assistant manager for the innovation team and must brief co-chairs on the ongoing projection for the year. Must be proficient in planning events such as the Patriot Pitch.
- Soldier will lead the state innovation team and coordinate all innovation projects both in state and with our out of state partners.
- Possess strong writing and interpersonal skills and be comfortable with interacting with those higher in rank/grade and with personnel from outside civilian agencies.
- Position will require periodic extended hours of operation to include evenings and weekends when necessary.
- Must have valid State driver's license, reliable transportation, and be willing to travel as necessary.
- Must possess a Secret Clearance.

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

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

<https://armyeitaas.sharepoint-mil.us/:f:/r/teams/AGRFTNGD-OSCareerOpportunities/Shared%20Documents/General?csf=1&web=1&e=ol9J8S>