

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 **10 May 2024**

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 FY24 authorizations voucher.

<b>Position:</b> Human Resources NCO	<b>Unit / Location:</b> HHD, 164 <sup>th</sup> Trans BN, Springfield, MA
<b>Min Grade:</b> E4 <b>Max Grade:</b> E5	<b>MOS:</b> 42A
<b>Unit POC:</b> MAJ Fiola, 339-202-5503 <a href="mailto:stephen.d.fiola.mil@army.mil">stephen.d.fiola.mil@army.mil</a>	<b>AGR Branch POC:</b> Staffing NCO, 339-202-3112 <a href="mailto:ng.ma.maarng.mbx.agr-jobs@army.mil">ng.ma.maarng.mbx.agr-jobs@army.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. PHA's (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.

(2) 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) 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.

(6) 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.

(7) 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. Before applying for any AGR position, please talk to your state's Incentive Manager in regard to Incentives Termination/Recoupment Rules.

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

i. NACLIC/Tier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACLIC tier 3 investigation or higher, are not eligible to apply for AGR positions).

j. In accordance with DoD Government Travel Charge Card Regulations dated March 2022, all DoD personnel are required to have an individual government travel card.

k. Applicants will be required to have a passing record ACFT within six months of packet submission.

**2. APPLICATION PROCEDURES:** Allow ample time to complete and compile your packet.

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. Individual Training Record (ITR) from DTMS reflecting a passing record ACFT and height/weight history with gender data redacted. Must be current within the last 6 months from the date bulletin closes.
- d. Memorandum from Commander, AO, or Director 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.
- e. All previous DD Form 214s and NGB Form 22s.
- f. Last five evaluation reports (if applicable).
- g. Soldier Record Brief (SRB) – Selection Board Version dated within the last 12 months. Enlisted only must show ASVAB scores.
- h. Medical Protection System Individual Medical Readiness (IMR) dated within last 12 months with gender data redacted.
- i. NGB 23B (RPAM Statement).
- j. Completed Pre-employment Reference Check Form.
- k. Current MA AGR Soldiers will submit full-time Commander or AO memo stating concur/non-concur with request for reassignment.
- l. Completed 2023 CORI request form with front/back color copy of driver’s license.
- m. Letters of Recommendation are permissible, but not required.

**APPLICANT CONTACT INFORMATION**

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

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

PRIMARY PHONE: \_\_\_\_\_ MILITARY EMAIL: \_\_\_\_\_

**NOTE:** Any missing documentation requires a letter of explanation in the application packet. Incomplete applications will not be considered.

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

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

**3. ADDITIONAL REQUIREMENTS: (if any)**

- a. MOS reclassification qualifications for 42A:
  - (1) A physical demands rating of Moderate (Gold).
  - (2) A physical profile of 323222.
  - (3) Qualifying Armed Services Vocational aptitude Battery (ASVAB) tests scores.
    - (a) A minimum score of 95 in aptitude area CL in administered prior to 2 Jan 2002.
    - (b) A minimum score of 92 in aptitude area CL on tests administered on and after 2 Jan 2002 and prior to 1 Jul 2004.
    - (c) A minimum score of 90 in aptitude area CL on tests administered on and after 1 Jul 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.

**4. DUTIES AND RESPONSIBILITIES:**

a. The Human Resources (HR) NCO processes personnel actions and completes administrative functions in support of subordinate units of the HHD, 164<sup>th</sup> Transportation 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. Completes and verifies enlisted actions including promotions, bonuses, branch transfers packets, separation packets, reassignments, evaluation tracking, etc.

c. Validates and processes various administrative actions to include but not limited to: vacancy fill requests, promotions/STEP packets, extensions, awards, IEOMS input, administrative packets. Consolidates, reviews, and reports strength 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 to include field exercises.

d. Assist in reviewing and consolidating reports, statistics, and personnel actions. Uses Microsoft Excel ,Word, Adobe, PowerPoint, to track and complete administrative functions. Uses HR automated systems such as IPPS-A, iPERMS, RCAS, and DPRO on a daily basis.

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

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

g. Performs other duties as assigned.

Please check the links below for updates on job announcements:

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