

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 **04 October 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> Training NCO	<b>Unit / Location:</b> MEDCOM, Hanscom AFB, MA 01731
<b>Min Grade:</b> E5 <b>Max Grade:</b> E6	<b>MOS:</b> 68W
<b>Unit POC:</b> 1SG John Porreca, 339-202-4026, <a href="mailto:john.p.porreca.mil@army.mil">john.p.porreca.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. IAW NGR 600-5, completion of mandatory training at Professional Education Center (PEC) is a condition of employment

l. 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.maarnng.mbx.agr-jobs@army.mil](mailto:ng.ma.maarnng.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 68W:

- (1) A physical demands rating of Significant (Gray)
- (2) A physical profile of 111121.
- (3) Qualifying Armed Services Vocational aptitude Battery (ASVAB) tests scores.
  - (a) A minimum score of 90 in aptitude area OF in administered prior to 2 Jan 2002.
  - (b) A minimum score of 85 in aptitude area OF on tests administered on and after 2 Jan 2002.
- (4) No aversion to blood

- (5) Must possess finger dexterity in both hands
- (6) Per AR 600-8-19, promotion to MSG and SGM requires an interim eligibility clearance or higher
- (7) Qualifying scores.
  - (a) A minimum score of 105 in aptitude area ST and 110 in aptitude area GT in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 Jan 2002.
  - (b) A minimum score of 102 in aptitude area ST and 110 in aptitude area GT on ASVAB tests administered on and after 2 January 2002 and prior to 1 July.
  - (c) A minimum score of 101 in aptitude area ST and 107 in aptitude area GT on ASVAB tests administered on and after 1 July 2004.
  - (d) A minimum OPAT score of Standing Long Jump (LJ) – 0140 cm, Seated Power Throw (PT) – 0400 cm, Strength Deadlift (SD) - 0140 lbs., and Interval Aerobic Run (IR) – 0040 shuttles in Physical Demand Category “Significant” (Gray).
- (8) Have a high school diploma or GED equivalency.
- (9) No history of alcoholism, drug addiction, indiscriminate use of habit-forming or dangerous drugs.
- (10) Must maintain a current, valid, unrestricted National Registry Emergency Medical Technician (NREMT) Certification to retain MOS 68W (SFC(P)s and MSGs are exempt from this requirement).
- (11) No history of a felony conviction.
- (12) No history of conviction of crimes involving:
  - (a) An out of hospital patient or a patient or resident of a medical care facility.
  - (b) Financial exploitation of a person entrusted to the care of the applicant.
  - (c) Any weapons/ammunition/explosives/arsen charges.
  - (d) Any drug activity involving illegal possession, buying, selling, or distribution (dealing) of controlled substances or synthetics.
  - (e) Violence against persons, animals or property.
  - (f) Sexual misconduct.
- (13) No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice) chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24
- (14) Formal training (completion of MOS 68W course conducted under auspices of U.S Army Medical Center of Excellence) mandatory; or completion of the Exportable 68W1O Course conducted by reserve component (RC) unit approved by the MEDCoE; or meet the ACASP criteria per paragraph 9-5b(7)(b) of this pamphlet and below in paragraph (a) for combat medic specialist MOSC 68W1O as outlined below.

**4. DUTIES AND RESPONSIBILITIES:**

- a. Serves as the assistant advisor to the Commander, AO and 1SG on the full-time readiness, training, and personnel updates and maintains the unit movement plans including the preparation and submission of required reports, clearances, and rosters. Obtains data assists the commander, AO and 1SG in assessing readiness.
- b. Advises the Commander on training, logistics, and personnel readiness requirements. Position requires knowledge of My Unit Pay (MUP), DAMPS, the Digital Training Management System (DTMS), Army Training Requirements and Resources System (ATRRS), Defense Travel System (DTS), and Range Facility Management Scheduling System (RFMSS), 68W Module, Interactive Personnel Electronic Records Management System (iPERMS) and the Integrated Personnel and Pay System (IPPS-A).
- c. Works directly with the Company Commander, AO, and First Sergeant in planning, resourcing, executing and documenting training events at the company level. Responsible for submitting and tracking numerous training support requests for Inactive Duty Training (IDT) and Annual Training (AT) missions. Submits and tracks numerous military school training requests for initial and continuous training. Drafts training schedules and risk assessments for approval in compliance with command guidance, policies, and directives/publications of higher headquarters.
- d. Maintains direct communication with the Commander, AO and 1SG regarding command training and readiness sections. Maintains files associated with readiness, training, and administrative duties. Advises the Commander, AO and First Sergeant on current regulations, policies, and procedures pertaining to training

functions and supervises the development and monitoring of MOS qualification and sustainment training programs. Advises unit personnel on military education requirements and prepares applications through the Army Training Requirements and Resources System (ATRRS). Assists the Commander, AO and 1SG in formulating projections and forecasts through ATRRS Funding Allocation Model (AFAM).

e. Facilitates 68W training and recertification of the battalion or brigade's 68W population and serve as the POC for Combat Lifesaver training and recertification. Tracks all 68W credentials in MODS (EMT, PHTLS, etc.). Also serves as the medical operations, medical logistics and patient administration full-time subject matter expert for the battalion/brigade.

f. Food Service: knowledge of AFMIS, ordering catered meals, feeder requests and feeder reports. Assists in planning logistical support for unit movement and field training exercises (FTX). Requests sustenance, barracks and non-organic transportation as required.

g. Supports assigned SMC, brigade or battalion commander's plans and programs to attain the unit's overall readiness objectives IAW with AR 220-1 and DoDI 6025.19. This NCO provides Individual Medical Readiness (IMR) support to all Soldiers. This includes but is not limited to coordinating with the Office of the State Surgeon (OTSS) / Deputy State Surgeon (DSS) for vision and hearing screenings, blood draws and testing, immunizations, dental examinations and treatment, Periodic Health Assessments (PHA), Post Deployment Health Reassessments (PDHRA), MOS/Medical Retention Boards (MMRB), and Medical Evaluation Boards (MEB), if indicated. Those Soldiers with T3, T4, P3 or P4 profiles will be managed via the Medical Non-Deployable (MND) Application in MODS for further adjudication in conjunction with the OTSS or the DSS. The MR-NCO is responsible for monitoring /update dating MEDPROS for all work accomplished, to include follow-up entry of back-logged IMR results and generating monthly BDE/SMC reports or as request by BDE/SMC when required.

h. Maintains visibility of the unit's Wounded Warriors through coordination with the DSS and the Soldier Patient Locator Application in MODS.

i. Track all Physical and Medical Readiness Categories (MRC) statuses in MEDPROS. To include tracking and supervise all periodic health care assessments and attend Reverse PHA/SRP events. Assist with scrubbing medical and dental records prior to SRP/SRC/PHA events.

j. Travel to DEMOB and MOB platforms as necessary to track mobilizing and demobilizing Soldier's medical issues.

k. Manage Soldier's medical cases from start to final disposition. Meet case management team monthly to discuss and update status of ongoing medical cases. Liaise with readiness NCO on regular basis to discuss all aspects of medical case management.

l. Attend and assist with managing all SRP/SRC/PHA or other medical Readiness events for their units.

m. Liaise with BDE/SMC team on regular basis to discuss all aspects of medical readiness.

n. Assists the processing of all unit pay (IDT, AT and SAD), personnel, and administrative activities. This includes the processing of Officer and Enlisted Incentives and Bonus payouts. Follows established procedures and SOPs for resolution of all training and pay matters. Establishes and maintains personal proficiency in all administrative, financial, training, personnel, and supply procedures.

o. Assists in processing NCOERs, OERs, and awards while resolving errors. Assists in indexing, verifying and performing quality control functions in the Interactive Personnel Electronic Records Management System (iPERMS). Assists in the submission of orders requests in DAMPS and other Integrated Personnel and Pay System-Army (IPPS-A) related areas.

p. Assists with reviewing and processing automated advancements as well as annual Enlisted and Officer related promotions.

q. Assists with preparing, inspecting, and submitting extensions and supporting documents. Assists in processing of separation packets. Assists with preparing, reviewing, and submitting documents related to the suspension of favorable actions. Prepares letters, memorandums, and any other required documentation. Facilitates suspense dates.

r. 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>