

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

AMENDED

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

AGR Branch will accept applications until **08 May 2025**.

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 FY25 authorizations voucher.

Position: Administrative Officer	Unit / Location: HHC, 3-126 TH AVN Regiment (GSAB), 2822 Richardson Road, JBCC, MA 02542
Min Grade: O3 (3 yrs TIG and Company Command) Max Grade: O4	MOS: 15A, 67J, 15B
Unit POC: MAJ James Gilliespie, 339-202-9503, james.e.gillespie.mil@army.mil	AGR Branch POC: Staffing NCO, 339-202-3184 ng.ma.maarng.mbx.agr-jobs@army.mil
Salary: Full time military pay & allowances	http://www.massnationalguard.org/available-positions.html

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. NACLTC/Tier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACLTC 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. 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. Aviation, General (15A).

(1) Description of duties. Identify positions requiring general aviation knowledge and experience but not related to a specific aviation AOC.

(2) Special qualifications. Must have completed an officer basic course and initial entry rotary wing training. Appropriate aviation training requirements will be identified by an SI.

(3) Special grading of positions. Only aviation LT positions will be coded 15. b. Physical demands rating and qualifications for initial award of AOC 15A. Aviator must possess the following qualifications:

- (1) A physical demands rating of Moderate (Gold)
- (2) A physical profile of 111111. (3) Color discrimination of red/green.
- (4) Vision of 20/50 Distant Acuity Correctable 20/20 near vision Acuity in each eye.
- (5) Qualifying scores.

(a) 40 or above Selection Instrument for Flight Training (SIFT) (b) A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm, Seated Power Throw (PT) – 0350 cm, Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category in “Moderate” (Gold).

b. Aeromedical Evacuation (67J).

(1) Description of duties. Serve as a specially trained aeromedical evacuation aviator in a variety of key positions. Pilots assigned aircraft on aeromedical evacuation missions which supervise inflight treatment to sustain human life and relieve suffering. Possess full knowledge of AMEDD doctrine, organization, and equipment. Tactically employs medical aircraft, personnel, and equipment in support of land combat operations in varying tactical, terrain, and climatic environments using a variety of flying techniques and equipment. Duties include staff positions at various levels, service schools and/or training centers instructor, aviation maintenance and safety, research and development, advisory duty with Reserve Component Aviation units, and other roles as required. Duties are performed in a variety of MTOE/TDA organizations, both CONUS and OCONUS.

(2) Special qualifications. Must hold a baccalaureate degree from an accredited college/university in a discipline acceptable to The Surgeon General, be a graduate of the Basic Officer Leader Course (BOLC) and be selected for the Rotary Wing Aviator Course.

(3) Must successfully complete the Essential Medical Training for AMEDD Aviators Course (2C-F7 Course) and maintain qualifications for unrestricted utilization as an Aeromedical Evacuation Officer.

(4) Before entering the MAJ promotion window, officers must have successfully completed the Captain Career Course. To hold executive positions at the LTC and COL levels, must have successfully completed the U.S. Army Command and General Staff College (CGSC) or Intermediate Level Education (ILE) and should possess masters degree from an accredited program acceptable to The Surgeon General in a discipline related to one of the AOC in the MFA Specific duties and restrictions are referenced in

Table 3-1. (3) Physical Demands Rating and qualifications for initial awarding of AOC.

(a) Officers must have correctable vision, manual dexterity, and normal color perception per AR 40-501.

(b) A physical profile of 111111.

(c) A physical demands rating of Moderate (Gold). (d) Qualifying Scores: 1. 40 or above Selection Instrument for Flight Training (SIFT) 2. A minimum OPAT score of Standing Long Jump (LJ) – 0120 cm., Seated Power Throw (PT) – 0350 cm., Strength Deadlift (SD) – 0120 lbs., and Interval Aerobic Run (IR) – 0036 shuttles in Physical Demand Category “Moderate” (Gold)

Selected Officer must be financially stable, have not filed a petition claiming bankruptcy within the last three (3) years, and not currently be responsible for making any payments as a result of any such action. A medical

record review is conducted to verify the Officer has an Army Physical Profile Serial System code of "1" for psychiatric and no indication of derogatory information.

4. DUTIES AND RESPONSIBILITIES:

a. Plans and assigns work to be accomplished through subordinates engaged in a variety of occupations. Makes assignments based on priorities, degree of difficulty, and requirements of the assignment. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligible applicants. Reviews and/or recommends appointment, promotion or reassignment of employees. Establishes and/or approves performance standards. Monitors and evaluates employee performance. Recommends recognition for outstanding performance. Initiates or recommends corrective actions for sub-standard performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears complaints and grievances from employees. Resolves problems informally and/or makes recommendations for resolution to appropriate officials. Identifies developmental and training needs of employees and provides or procures training. Approves and/or disapproves leave requests. Promotes acceptance and adherence of programs such as Equal Employment Opportunity, Federal Women's Program, Labor Management Relations, and other similar special emphasis programs. Maintains an effective position management program. Assures position descriptions are accurate and positions are operating as intended.

b. Develops, implements and evaluates the administrative, personnel and supply policy for the battalion. Is the primary advisor for the command in the areas of legal, medical, and personnel actions. Provides technical assistance and guidance to unit level administrative and logistical personnel. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the battalion/squadron level organizational readiness report. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Ensures the development and execution of the command level guidance for implementation of the Enlisted Promotion Management System (EPMS). Ensures the timely completion of military personnel evaluation reports. Provides assistance and guidance in the preparation of officer promotion packets for required board actions. Ensures the planning and coordination of health service support (i.e. Annual medical certification, vaccinations, physicals, profiles, medical review boards, etc) for the command. Assists in the preparation for and executes command level inspections in the area of personnel and administration.

c. Ensures compliance with the Command Supply Discipline Program and Command Maintenance Discipline Program. Assists in the preparation for and executes additional command level inspections in the area of logistics and maintenance. Executes and/or oversees the duties of the Property Book Officer (PBO). Analyzes and/or prepares the logistics and equipment readiness areas of the battalion/squadron level organizational readiness report. Advises the commander of equipment on hand and equipment readiness issues. Directs the maintenance priority of support for unit equipment. Reviews, analyzes, and provides recommendations relative to proposed MTOE and/or force structure changes to determine the impact on personnel and equipment authorizations.

d. Provides guidance and funds management for all decentralized logistic funds. These may include secondary stock funds, office supply accounts, transportation funding, and various classes of supply. Serves as the approving official for IMPAC expenditures.

e. Makes day-to-day decisions for the commander in the areas of personnel and equipment assignments. Investigates and recommends, as directed, appropriate action on incidents such as property loss or complaints involving the units or assigned members. Coordinates and ensures the completion of line of duty (LOD) investigations, reports of survey, change of command inventories etc.

f. May be required to represent the National Guard and the Commander in the community. Provides support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic organizations and school officials for such things as communities support projects, natural disaster or civil disturbance planning. Monitors the use of facilities for military and recruiting in conjunction with community activities. Coordinates the security of the facilities. Submits to local news media, articles, stories,

announcements or advertisements designed to make the public aware of the National Guard and their role in the community and in national defense.

g. Reviews reports and plans pertaining to the overall organization's mobilization readiness. May supervise the execution of the mobilization of individuals or sub elements of the command for the purpose of state or federal missions. Reviews the organization's unit readiness report.

h. Ensures the National Guard armories and other facilities in the command are properly utilized and cared for. Arranges with state ARNG officials for repair, upkeep, and custodial services for the facilities. Ensures the proper security measures are established and followed. Initiates rental agreements and receives and accounts for monies received for rental of the headquarters armory. Audits and reviews armory accounts of subordinate armories.

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)