

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 **27 November 2025**.

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: Marketing Operations Specialist	Unit / Location: R&RB/2 Randolph Road, Hanscom AFB, MA 01731
Min Grade: E4 Max Grade: E5	MOS: Immaterial
Unit POC: MSG Kenneth Dowd, 774-573-5287, kenneth.e.dowd.mil@army.mil	AGR Branch POC: Staffing NCO, 339-202-3184 nq.ma.maarnq.mbx.agr-jobs@army.mil
Salary: Full time military pay & allowances	http://www.massnationalguard.org/available-positions-2/

Contingent upon availability of FY26 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 2025)

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.maarnq.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, Position Title, and Applicant's Name.**

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

3. DUTIES AND RESPONSIBILITIES:

The Recruiting and Retention Battalion's Marketing Section is responsible for providing direct lead support to Recruiting & Retention NCOs in the field. This is accomplished through a wide variety of in-person and virtual efforts, all requiring operational knowledge and routine maintenance of advanced pieces of educational and display technology. The Marketing Section is currently looking for full-time ADOS support to fill the role of Marketing Operations Specialist.

- Track, Maintain, and Analyze marketing and advertising data, to include impressions, engagements, applications, and accessions from awareness through retention phases.
- Facilitate Visibility Army Marketing Product (VAMP) purchases through government purchase card (GPC), local contract, and contracted national vendor processes.
- Maintain auditable records, to include inventory, return-on-investment (ROI), register to win (RTW), and effective resource allocation
- Basic knowledge of Microsoft Office (specifically Excel, MS Teams and Power BI), Adobe Suite, and other similar programs
- Perform basic management of digital and social platforms for the purpose of resource allocation and regulatory adherence.
- Assist with the scheduling, planning, and execution of publicly attended recruiting events.
- Be able to confidently work in small teams or independently to accomplish marketing mission goals.
- Must possess strong organizational and interpersonal skills.
- Other duties as assigned.

Please check <http://www.massnationalguard.org/available-positions-2/> for updates on job announcements.

NOTE: All required forms can be found at <http://www.massnationalguard.org/available-positions-2/>

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