

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 **24 December 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.

<b>Position:</b> Homeland Security Institute Operations Officer	<b>Unit / Location:</b> HSI, JFHQ, 2 Randolph Rd Hanscom AFB
<b>Min Grade:</b> O1* <b>Max Grade:</b> O2*	<b>MOS:</b> Immaterial
<b>Unit POC:</b> SSG Bryanna Marcy, 339-202-3044, <a href="mailto:Bryanna.I.marcy.mil@army.mil">Bryanna.I.marcy.mil@army.mil</a>	<b>AGR Branch POC:</b> Staffing NCO, 339-202-3184 <a href="mailto:ng.ma.maarnq.mbx.agr-jobs@army.mil">ng.ma.maarnq.mbx.agr-jobs@army.mil</a>
<b>Salary:</b> Full time military pay & allowances	<a href="https://massnationalguard.org/available-positions-2/">https://massnationalguard.org/available-positions-2/</a>

**\*Contingent upon availability of FY26 funding\***

**\*O-1 must have BOLC Completed and O-2 with no more than 1 year and 6-month TIG\***

## 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 (this change IAW AR 135-200).
- 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 AFT 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)

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

- Any missing documentation requires a letter regarding the circumstances be enclosed in the application packet.
- Incomplete Applications will not be considered.

**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 ([ng.ma.maarng.mbx.agr-jobs@army.mil](mailto:ng.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:**

The Homeland Security Institute (HSI) mission is to provide senior leaders with timely and practical professional education to respond to the evolving challenges of modern-day emergencies. We partner with our civilian counterparts and higher education institutions to develop a unique educational resource for National Guard leadership. Current courses of study include the General Flag Officer Seminar (GFOS) and the Leadership in Homeland Security (LHS) Seminar.

HSI is currently looking for and Full-Time ADOS support to fill the role of Operation Officer. Duties and responsibilities include:

- a. Assist the Deputy Director, Homeland Security Institute (HSI), in the planning and execution of all current HSI programs of study, future HSI programs of study, and case study development. Long-term planning experience or project management experience a plus.
- b. Participate in the planning and execution of various training and education programs. Experience in planning, conducting, and participating in Emergency Management exercises a plus. Familiarity with the National Incident Management System (NIMS) and the Incident Command System (ICS) and completion of associated certifications a plus.
- c. As directed, interact with various stakeholders from DoD, DHS, academia, and other civilian entities in order to maintain existing partnerships and support interagency liaisons with civilian emergency management agencies.
- d. Provide clerical/administrative support for contracting, budgeting, reconciliations, publication and forms management, maintaining files and reference library, receipt and distribution of mail, proper storage of documents and managing online folders. Must be proficient in Microsoft Word, Excel, PowerPoint and Adobe PDF/Acrobat. Experience with AFCOS, GFEB, PEE, and DTS a plus.
- e. Provide memorandums, letters, and other written correspondence using Microsoft Office. Screening incoming correspondence and managing suspense dates and follow-up for supervisors, reviewing all outgoing correspondence for format and accuracy, scheduling appointments for supervisors, and other additional duties as assigned or needed. Administrative experience a plus.
- f. Provide leadership and oversight to the Operations NCO and surge support personnel, ensuring all task timelines, priorities, and deliverables are met efficiently and to standard.

- g. Serve as the Officer in Charge (OIC) for seminar execution, overseeing all logistical components including student travel, lodging, and on-site coordination.
- h. Deliver and present comprehensive CONOPs to the team throughout each seminar cycle to ensure smooth, effective execution and mission alignment.
- i. Manage and expand the University Program, collaborating closely with the Operations NCO to grow the roster of participating universities and ensure all available student seats are filled across partnered programs.
- j. Possess strong writing and interpersonal skills and be comfortable with interacting with those higher in rank/grade and with personnel from outside civilian agencies.
- k. Position will require periodic extended hours of operation to include evenings and weekends when necessary.
- l. Serve as Primary or Alternate Contracting Officer's Representative (COR) on a variety of contracts.
- m. Must have valid State driver's license, reliable transportation, and be willing to travel as necessary.
- n. Must possess a Secret Clearance.
- o. Perform other duties as assigned

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

NOTE: All required forms can be found at <https://massnationalguard.org/available-positions-2/>  
<https://armyeitaas.sharepoint-mil.us/:f:/r/teams/AGRFTNGD-OSCareerOpportunities/Shared%20Documents/General?csf=1&web=1&e=ol9J8S>