

MASSACHUSETTS NATIONAL GUARD  
FULL-TIME NATIONAL GUARD DUTY  
VACANCY ANNOUNCEMENT

**AMENDED**

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

AGR Branch will accept applications until **04 March 2026**

Applications are currently being accepted for the following FULL-TIME (FTNGD-RC) position from qualified MANG personnel under the provisions of Title 32 USC in support of Title 10 § 12301(d) IAW PPOM #24-005 dated 27 August 2024. 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> Casualty Operations NCO	<b>Unit / Location:</b> Military Funeral Honors, 459 Bedford St, Lexington, MA 02420
<b>Min Grade:</b> E7 <b>Max Grade:</b> E8	<b>MOS:</b> Immaterial
<b>Unit POC:</b> CPT Ryan Peterson, 339-202-3176, <a href="mailto:ryan.h.peterson2.mil@army.mil">ryan.h.peterson2.mil@army.mil</a>	<b>AGR Branch POC:</b> Staffing NCO, 339-202-3184 <a href="mailto:nq.ma.maarnq.mbx.agr-jobs@army.mil">nq.ma.maarnq.mbx.agr-jobs@army.mil</a>
Salary: 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\*

\*E8s if selected for promotion to E9 will need to resign from position

**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 1,825 cumulative days (5 years) as a result of this duty within the preceding 6 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. NACLCTier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACLCTier 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.
- p. Soldiers selected for release by a Quality Retention Board, (QRB), Release from Active Duty (REFRAD) board or Tour Continuation Board (TCB) are not eligible for a Title 10 ADOS-RC tour within the National Guard Bureau Directorates without an approved ETP from the CoS, ARNG.

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

Forms are available at the MANG Careers page: <https://massnationalguard.org/available-positions-2/> 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. ATIS screenshot with height/weight history with gender data redacted, current within the last 6 months from the date bulletin closes.
- d. ATIS screenshot with last passing for record ACFT/AFT with gender data redacted.
- e Memorandum of Good Standing from full-time Commander, AO, or Director (See Appendix E in HRIB 25-16)
- f. All previous DD Form 214s and NGB Form 22s.
- g. Last five NCOERs (if applicable).
- h. Soldier Talent Profile from IPPSA. Must show ASVAB scores.
- i. Medical Protection System Individual Medical Readiness (IMR) dated within last 12 months with gender data redacted.
- j. IPPS-A self-service generated Retirement Account Statemen (DA Form 5016).
- k. Completed Pre-employment Reference Check Form.
- l. Completed CORI request form with front/back color copy of driver’s license.
- m. Security clearance memorandum from respective state G2.
- n. Completed NGMA Form 1-20 May 2025 Final Version
- o. 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.maarnq.mbx.agr-jobs@mail.mil](mailto:ng.ma.maarnq.mbx.agr-jobs@mail.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. 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 ([ng.ma.maarnq.mbx.agr-jobs@army.mil](mailto:ng.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, Title of Position and Applicant’s Name.**

**ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS**

**4. DUTIES AND RESPONSIBILITIES:**

*THE MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER*

**Job Description:** The State Casualty OPNS Officer/NCO is the primary POC in support of casualty response and training for the MAARNG. They will guide and shape the reaction of the Casualty Assistance Mission supporting the families of deceased MAARNG Service Members as well as the broad population of the Department of the Army. Duties will include the management and execution of the Casualty Training Program for the MAARNG, and ensure its compliance with DA Standards. Duties will also include MAARNG adherence to Casualty Actions IAW AR 638-2 & 638-8, DA PAM 638-2 & 638-8.

Specified Tasks:

1. Ensure that the annual FRAGORD supporting the CNO/CAO Training Course is published and supported. Its successful execution will contribute to the MAARNG ability to maintain a force that remains responsive to the needs of families in their time of greatest need.
2. Facilitate the flow of information on casualty actions and doctrine within the state as well as between the state and NGB.
3. Provide direct support for DA Casualty via Ft Drum Casualty Assistance Center (FTB CAC) & Casualty Mortuary Affairs Operations Division (CMAOD).
4. Serve as the subject matter expert (SME) on Casualty Assistance for The Adjutant General and participate in various events as the leading representative for the command at survivor events.
5. Assist with the Casualty Program Development and adaptation to current operational needs.
6. Support the appropriate designation of Casualty Assistance personnel to include Casualty Assistance & Notification Officers, Summary Courts Martial Officers, LOD Officers, and Casualty Liaison Officers.
7. Serve as the lead Casualty Assistance Officer for the state as needed.
8. Must become CNO/CAO T3 certified within one calendar year of hire.

Position Requirements:

1. Team members must be available nights, weekends, and holidays as required in support of casualty case work with little or no notice.
2. Ability to conduct briefings in order to inform and support decision making for State Command Staff.
3. Preference given to current Casualty Notification & Assistance trained personnel.
4. Must have excellent Interpersonal communication skills
5. Proficiency with MS Word, Excel, PowerPoint will contribute to mission success.
6. Subject to additional duties upon request.

Please check <https://massnationalguard.org/available-positions-2/> for updates on job announcements. Forms are available at the MANG Careers page: <https://massnationalguard.org/available-positions-2/>