

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

NATIONWIDE

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

AGR Branch will accept applications until **8 May 2026**

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 **Army Enlisted Service Members NATIONWIDE**. 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: Recruiting and Retention NCO	Unit / Location: DET 3, Recruiting and Retention Battalion, 25 Haverhill St, Reading, MA 01867 and surrounding towns
Min Grade: E4 Max Grade: E7	MOS: 00F
Unit POC: Unit POC: 1SG John P. Washburn, 508-942-3079, john.p.washburn.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	https://massnationalguard.org/available-positions-2/

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.

(2) Periodic Health Assessments (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. 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) Applicant must have ACFT within 12 months and HT/WT within six months of initial AGR order.

(6) 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.

(7) 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.

(8) 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. Military technicians may not convert in-place to AGR status.

e. Any falsification of the eligibility requirements will result in immediate release from the AGR program.

f. Applicants must possess a valid state driver's license and be qualified to operate a GSA leased vehicle.

g. Before applying for any AGR position, please talk to your state's Incentive Manager in regards to Incentives Termination/Recoupment Rules.

h. Applicants cannot apply if currently under a Suspension of Favorable Personnel Actions (FLAGGED).

i. 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 for appointment to these 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

m. Applicants will be required to have a passing record ACFT/AFT within six months of packet submission beginning 1 April 2023.

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 reflecting height/weight history, current within the last 6 months from the date bulletin closes.

d. ATIS screenshot with the last passing for record AFT. Must be within 6 months.

e (Memorandum of Good Standing) from Full-time Commander/AO/Directorate using Appendix E template from HRIB 26-16. Full-timers memo needs to be signed by their AO:

(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.

f. All previous DD Form 214s and NGB Form 22s.

g. Last five NCOERs (if applicable).

h. Soldier Talent Profile (STP) – Selection Board Version dated within the last 12 months. Must show ASVAB scores.

i. Medical Protection System Individual Medical Readiness (IMR) dated within last 12 months with gender data redacted.

j. 5016 Retirement Account Statement.

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.

Submit packets as ONE Adobe File (*.pdf) (Portfolio format not accepted)

Use Subject Line as follows: Announcement Number, Title of Position, and Applicant’s Name.

Application Name: Vacancy Number, Last Name, First Name (e.g., AGR FY 26-133_Smith, Joe

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Email applications to: ng.ma.maarng.mbx.agr-jobs@army.mil

(Applications will be reviewed within 72 business hours of receipt, or NLT day after the Job closes)

It is the Applicants' responsibility to submit their completed application to AGR Branch.

3. ADDITIONAL REQUIREMENTS:

- a. Be at least 21 years old.
- b. At the time of application packet submission have no less than three (3) years' time in service.
- c. Possess excellent military appearance and bearing. Tattoos must be in compliance with AR 670-1 and DA PAM 670-1. Must not possess obviously distracting physical characteristics or mannerisms to include a shaving profile (waiver not authorized).
- d. Must not be in violation of AR 600-20 regarding participation in extremist organizations and activities (waiver not authorized).
- e. Not currently be nor have previously been enrolled in the past 12 months in a drug or alcohol dependency intervention program of any type (waiver not authorized).
- f. Soldier must complete a minimum AGR tour of 36 months with the Recruiting and Retention Battalion before applying for another AGR position.
- g. Must not have received a Relief for Cause NCOER.
- h. Recruiting duty involves assignment in geographic areas that are away from military medical facilities. Soldiers with Family member(s) enrolled in the Exceptional Family Member Program (EFMP) may serve as recruiters. Every effort will be made to assign them near a military installation or in a civilian community where appropriate medical care for their Family member is available.
- i. ASVAB score requirement in order to apply for this position is a minimum GT score of 110. If you do not meet the GT 110 requirement, you may qualify for a Line Score Waiver. A waiver is authorized if your GT is 100 or 95 and above and provided that your aptitude area ST score is 95 or above. Line Score Waivers only apply to Soldiers with the grade of E5 through E7. E4s on the standing promotion list (SPL) are also allowed to apply if their GT Score is 95 or above. The Enlisted Record Brief (ERB selection board version) is the accepted source document for the aptitude area scores.
- j. Selected Soldiers must not have a 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. Have no record of conviction by civilian courts of offenses listed in State Codes.
- k. Never been the subject of adjudication (including proceedings under the provisions of Article 15, State or Federal Uniform Code of Military Justice) or had adverse action taken by any authority for any offense that involves moral turpitude, regardless of sentence received or any offense under the State or Federal UCMJ for which confinement of two (2) years or more may be adjudicated (waiver not authorized). All Soldiers must be screened against the National Sex Offender Registry database.
- l. Have no history of domestic violence or assault, or marital, emotional, or major medical problems that would hamper performance on recruiting duty (waiver authorized).
- m. Recruiting and Retention Course attendance is mandatory within six (6) months of assignment. If unable to attend within six (6) months due to APFT or AR 600-9 failure, orders may be terminated. * Former Army Reserve or Active Army Recruiters and Retention NCOs, (MOS OOR, OOE, 79D, 79R, 79S, 79V) must also attend.
- n. Must meet the screening requirements identified in Army Directive 2018-16, Suitability Criteria for Military Personnel in Specified Positions. Recruiting and Retention Commander's will validate that the Soldier has met all screening requirements as directed to perform a direct recruiting function that supports the accomplishment of the recruiting mission. Applicants applying for SUITABILITY positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program.

All applicants are required to complete the HRR Form 600 Suitability Questionnaire.

After State Level Checks have come back favorable, selected applicants will be hired in a temporary AGR status until NGB Level Checks come back favorable.

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.

Must have favorable results from:

- Department of Army Inspector General (DAIG)
- Criminal Investigation Division (CID)
- Office of Military Personnel File Review
- Army Substance Abuse Program

o. As part of the screening and selection process, recruiter candidates must have favorable National Agency Checks with Local Record and Credit Checks (NACLC); results are verified by the RRC during the evaluation process. This serves as clarification screening described in AR 614-200.

p. Selected Soldier 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.

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

4. DUTIES AND RESPONSIBILITIES:

Responsible to the Recruiting & Retention Battalion Commander through CSM, Operations SGM and First Line Leader for meeting all three tenants of recruiting and retention: recruiting, retention and attrition management. Duties and responsibilities may include, but are not limited to the following:

- a. Prospect by area canvass and by telephone to gain referrals.
- b. Pre-qualify referrals using APPLE-MD, determine their eligibility for enlistment or reenlistment, and refine leads.
- c. Prepare and process enlistment /reenlistment packets for prior service and non-prior service personnel.
- d. Counsel qualified and disqualified applicants on either their non-select or enlistment contracts or service obligations.
- e. Explain initial entry training (IET) requirements and the Selected Reserve Incentive Program and brief applicants on their test results and the pre-IET program.
- f. Prepare applicants for MEPS processing and ensuring that all applicants make their scheduled MEPS appointment. In addition, they are responsible for the shipping of all their applicants to Phase I/BCT.
- g. Apply management by objective techniques and develop and maintain time management/work plans.
- h. Establish and maintain liaison with command, staff, and/or field elements affecting the Strength Maintenance program. Assist leaders at all levels to establish and maintain required references and files.
- i. Analyze audiences and occasions, prepare, and give speeches about the ARNG on such topics as missions, programs, facts, features, benefits, and opportunities.
- j. Conduct sales presentations/interviews to obtain enlistments and re-enlistments.
- k. Assist commanders in developing, maintaining, and implementing Strength Maintenance action plans for major training activities, unit events, classes, and seminars.
- l. Assist commanders in developing, conducting, evaluating, and maintaining Strength Maintenance incentive and awards programs to include extension ceremonies, and publicity programs.
- m. Distribute and display Strength Maintenance promotional items.
- n. Conduct interviews with Soldiers, and family members, employers and others as required to evaluate programs and train leaders.

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- o. Maintain contact with unit members for attrition management.
- p. Assist, coordinate, and provide guidance and training for unit retention personnel.
- q. Assist with implementing, conducting, and maintaining the Strength Maintenance plan.
- r. Prepare and process Strength Maintenance drafts and working papers, correspondence, reports and other required items; research and interpret Strength Maintenance publications.
 - s. Explain MAARNG opportunities to Soldiers and their families; research and explain the facts, features, programs, rights, and entitlements, and the procedures to gain benefits from MA ARNG membership through presentations, briefings, and interviews.
 - t. Advise leaders on Strength Maintenance matters; reinforce positive actions and recommend changes to areas that adversely affect Strength Maintenance.
 - u. Prepare, conduct, and evaluate Strength Maintenance training, seminars, workshops, and conferences.
 - v. Prepare and maintain prospect files and school program folders.
 - w. Assist in monitoring the unit environment; effective recruiting and attrition management programs and identify corrective actions.
- x. Individual may be required to perform frequent TDY utilizing military or commercial aircraft.
- y. Must be able to work with little supervision to complete assigned tasks on their own.
- z. Performs additional duties as assigned.

Please check the links below for updates on job announcements:

<https://massnationalguard.org/available-positions-2/>
<https://armyeitaas.sharepoint-mil.us/:f:/r/teams/AGRFTNGD-OSCareerOpportunities/Shared%20Documents/General?csf=1&web=1&e=EFMMUK>