

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 **23 May 2026**.

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: Administrative & Supply Specialist	Unit / Location: RRB, 2 Randolph Rd Hanscom AFB, MA 01731
Min Grade: E2 Max Grade: E4	MOS: Immaterial
Unit POC: SFC Lisa Lash, 617-892-0211, lisa.m.lash.mil@army.mil	AGR Branch POC: Staffing NCO, 339-202-3184 ng.ma.maarnq.mbx.agr-jobs@army.mil
Salary: Full-time military pay & allowances	https://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 1,825 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. NACLCT/Tier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACLCT/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 15 March 2026)

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.

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., ADOS 26-133_Smith, Joe)

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)

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

4. DUTIES AND RESPONSIBILITIES:

- Complete OCIE Turn-Ins (Working closely with CIF warehouse personnel)
- Complete Clothing Record Show Down with RSP Soldiers during Gold Phase
- Correspond with GSA Fleet manager to keep up with all maintenance requests / turn-ins / accidents
- Maintain accountability for all hand receipts within the Battalion
- Conduct weekly/monthly briefings
- Maintain up to date ammo certifications to properly draw and turn-in ammo
- Turn in property book items
- Correspond with Property Book Officer with monthly/quarterly property book inventories
- Conduct Quarterly GSA inspections
- Must have a valid driver's license
- Process personnel actions and complete administrative functions in support of OSM
- Provide knowledge management for OSM
- Prepare letters, memorandums, and any other required documentation
- Assist in recruiting and retention events

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>

