

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 **30 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 PPOM #24-005 dated 27 August 2024. (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> Resource Management Specialist	<b>Unit / Location:</b> Recruiting and Retention Battalion, 2 Randolph Rd Hanscom AFB, MA 01731
<b>Min Grade:</b> E4 <b>Max Grade:</b> E5	<b>MOS:</b> Immaterial
<b>Unit POC:</b> 1LT Sara Wulff, 339-202-9018, <a href="mailto:sara.g.wulff.mil@army.mil">sara.g.wulff.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\*

**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 ACFT/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](mailto: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**

**3. DUTIES AND RESPONSIBILITIES:**

Responsible to the Recruiting & Retention Battalion Commander through the Financial/Resource Manager to assist with the management of the Recruiting & Retention Battalion's finances/resources. Duties and responsibilities may include, but are not limited to the following:

- a. Provide clerical/administrative support for contracting, budgeting, reconcilements, 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 DAMPS, GFEBS, WAWF, PCF, and DTS preferred.
- b. Possess strong writing and interpersonal skills and be comfortable with interacting with those higher in rank/grade and with personnel from outside civilian agencies.
- c. Serve as the primary Purchase Requisition (PR) inputter in GFEBS, creating PRs for the Battalion's Government Purchase Card (GPC) purchases, Contracts (SPS PRs), and Military Interdepartmental Purchase Requests (MIPRs). This includes QA/QC of the required forms to initiate these purchasing actions, as well as maintenance of all documentation pertaining to purchases in hard copy and digital files.
- d. Serve as the primary inputter (L1) for requests for orders (RFOs) in DAMPS, in assistance with executing the Battalion's annual ADOS budget.
- e. Review contract documentation and create requirement packages to be submitted to Contracting via the Paperless Contract File (PCF) system.
- f. Review invoices and bills and prepare the required forms for processing payment (to be certified by the Resource/Financial Manager).
- g. Reconcile charges within various accounts with invoices received to identify discrepancies to be reported to the Resource/Financial Manager.
- h. Must be able to work with little supervision to complete assigned tasks on their own.
- i. Performs additional 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>