

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

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

STATEWIDE ANNOUNCEMENT

AGR Branch will accept applications until **12 June 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 **Massachusetts Army National Guard (MAARNG) Service Members**. 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 FY26 authorizations voucher.

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| Position: Training NCO | Unit / Location: HSC, 26 th MEB, 149 Speen Street, Natick, MA 01760 |
| Min Grade: E6 Max Grade: E6 | MOS: 88M |
| Unit POC: LTC Matthew Tina, 339-202-5015, matthew.j.tina.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. ELIGIBILITY REQUIREMENTS:

- a. 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. (IAW) AR 135-18 and NGR 600-5.
- b. Accessions into the AGR Program require the following Medical Fitness Standards:
 - (1) Applicant must have a favorable Periodic Health Assessment (PHA) conducted within 12 months prior to initial entry into the AGR Program (IAW) AR 40-501, Chapter 3,
 - (2) PHA (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 AFT 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. NACLTC/Tier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACLTC tier 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

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

m. Enlisted applicants of higher grade may apply and will include a memorandum of understanding for administrative reduction if selected for position as required by AR 135-18, Table 2-1, Rule E (2a)

2. REQUIRED DOCUMENTS: 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 must within the last 6 months from the date bulletin closes.
- d. ATIS screenshot including AFT history, current must be within 6 months from the date bulleting closes.
- e Applicants will submit a Commander/AO (Memorandum of Good Standing) using template from Appendix E from HRIB 25-16. Full-timers memo needs to be signed by their AO.
- f. All previous DD Form 214s and NGB Form 22s or DD 214-1.
- g. Last five evaluations (NCOERs, OERs) (if applicable).
- h. Soldier Talent Profile from IPPS-A. Must show ASVAB scores.
- i. Medical Protection System Individual Medical Readiness (IMR) dated within last 12 months with gender data redacted.
- j. Current DA 5016 Retirement Accounting Statement Form.
- 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.

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)

(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. Must have the potential to become MOS qualified in the first 12 months; in order to apply and RECLASS applicant must meet the following criteria for the applicable MOS: 88M
Physical demands rating and qualifications for award of MOS.
Motor transport operators must possess the following qualifications:

- (1) A physical demands rating of Heavy (Black).
- (2) A physical profile of 222222.
- (3) Color discrimination of red/green.
- (4) Qualifying scores.

(a) **A minimum score of 85 in aptitude area OF.**

(b) A minimum OPAT score of Standing Long Jump (LJ) – 0160 cm, Seated Power Throw (PT) – 0450 cm, Strength Deadlift (SD) – 0160 lbs. and Interval Aerobic Run (IR) – 0043 shuttles in Physical Demand Category “Heavy” (Black).

(5) Must have a valid State motor vehicle license (not due to expire prior to completion of AIT).
(6) MOS qualification may be attained by meeting the Army Civilian Acquired Skills Program (ACASP) criteria per paragraph 9-5b (5)(b) of this pamphlet and qualifications (a), (b), and (c) below:

- (a) Have 2 years of experience as driver of vehicles rated at 5 tons and higher.
- (b) Have a valid State motor vehicle license.
- (c) Must successfully complete a 4-week follow-on transportation training course after basic.

4. DUTIES AND RESPONSIBILITIES:

a. Serves as the assistant principal advisor to the commander on the full-time readiness, training, and personnel updates and maintains the unit movement plans including the preparation and submission of required reports, clearances, and rosters. Obtains data for the unit status report and assists the Readiness NCO and commander in assessing readiness and preparing unit status reports.

b. Advises the Commander on training, logistics, and personnel readiness requirements. Position requires knowledge of My Unit Pay (MUP), DAMPS, the Digital Training Management System (DTMS), Army Training Requirements, and Resources System (ATRRS), Defense Travel System (DTS), and Range Facility Management Scheduling System (RFMSS) and the Integrated Personnel and Pay System (IPPS-A).

c. Obtains all required data for the Unit Status Report (USR) and assists the Commander and First Sergeant in preparing readiness reports as prescribed by AR 220-1. Works directly with the Readiness NCO, Company Commander and First Sergeant in planning, resourcing, executing and documenting training events at the company level.

d. Responsible for submitting and tracking numerous training support requests for Inactive Duty Training (IDT) and Annual Training (AT) missions. Submits and tracks numerous military school training requests for initial and continuous training. Supervises the duties performed by other full-time personnel. Drafts training schedules and risk assessments for approval in compliance with command guidance, policies, and directives/publications of higher headquarters.

e. Maintains direct communication with the unit RNCO, and next higher command training and readiness sections. Maintains files associated with readiness, training, and administrative duties. Supervises the development and monitoring of MOS qualification and sustainment training programs. Advises unit personnel on military education requirements and prepares applications through the Army Training Requirements and Resources System (ATRRS). Assists the Commander in formulating projections and forecasts through ATRRS Funding Allocation Model (AFAM).

f. Assist the RNCO in processing of all unit pay (IDT, AT and SAD), personnel, and administrative activities. Follows established procedures and SOPs for resolution of all personnel and training matters. Establishes and maintains personal proficiency in all administrative, financial, training, personnel, and supply procedures.

g. Indexes, verifies, and performs quality control functions in the Interactive Personnel Electronic Records Management System (iPERMS). Assists in the submission of orders requests and other Integrated Personnel and Pay System-Army (IPPS-A) related areas.

h. Prepares and updates DD Form 93's and SGLV's. Processes NCOERs, OERs, and awards while resolving errors. Reviews and processes automated advancements.

i. Prepares, inspects, and submits extensions and supporting documents. Assists in processing of separation packets. Prepares, reviews, and submits documents related to the suspension of favorable actions. Advises the Commander and First Sergeant on current regulations, policies, and procedures pertaining to personnel functions. Prepares letters, memorandums, and any other required documentation. Facilitates suspense dates required by the Brigade.

j. Food Service: knowledge of AFMIS, ordering catered meals, feeder requests and feeder reports; Manage the Commanders property book and account for property at all times. Track all service of equipment and ensure equipment is serviceable IAW 70/30 agreement: responsible for OCIE accountability and turn-in, annual show down inspections and clothing record reviews. Prepares clothing and equipment records through the Installation Support Module (ISM). Orders, issues, and accounts for Personal Clothing IAW AR 700-84. Receives, inspects, loads, segregates, stores, issues, delivers, and turns in organizational and installation supplies and equipment. Utilizes GCSS-Army to account for unit property, issue sub-hand receipts, and initiate lateral transfers. Maintains and reviews unit hand receipts, sensitive item inventories and cyclic inventories. Verifies unit of issue, description, and quantity of requested materials against issue and turn in documents. Is familiar with AR 710-2 Plans logistical support for unit movement and field training exercises (FTX). Requests subsistence, barracks and non-organic transportation as required.

k. Knowledge of all classes of supply and the requisition process of all classes (FORMS). Prepares documentation of government property lost, damaged, or destroyed. Initiates Financial Liability Investigations of Property Loss (FLIPLs) and determines method of obtaining relief from responsibility IAW AR 735-5.

l. Performs other 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>