

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 **01 July 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: Administrative Officer | Unit / Location: HHC, 1-181 ST Infantry Battalion, Worcester, MA 01605 |
| Min Grade: O3** Max Grade: O4 | MOS: 11A |
| Unit POC: LTC Landon Mavrelis, 339-202-4702, landon.s.mavrelis.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/ |

O3s need to have a minimum of 4 years TIG. All applicants need to have minimum of 6 years Active Federal Service (AFS) as of 1 October 2026.**

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

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 with gender data redacted, current within the last 6 months from the date bulletin closes.
- d. ATIS screenshot including AFT history, current within the last 6 months from the date bulletin 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.
 - (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 or DD 214-1.
- g. Last five 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.

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)

Email applications to: ng.ma.maarnq.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: (if any)

a. Physical Demand rating and qualification for initial awarding of **11A AOC**. Infantrymen must possess the following qualifications.

- (1) A physical demands rating of very heavy
- (2) A physical profile of 111121
- (3) Color discrimination of red/green.

4. DUTIES AND RESPONSIBILITIES:

a. Plans and assigns work to be accomplished through subordinates engaged in a variety of military occupational specialties. Makes assignments based on priorities, degree of difficulty, and requirements of the assignment. Prepares requests for filling vacancies to meet workload requirements. Participates in the selection of subordinates from lists of eligible applicants. Reviews and/or recommends appointment, promotion or reassignment of employees. Establishes and/or approves performance standards. Monitors and evaluates employee performance. Recommends recognition for outstanding performance. Initiates or recommends corrective actions for sub-standard performance. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. Hears complaints and grievances from employees. Resolves problems informally and/or makes recommendations for resolution to appropriate officials. Identifies developmental and training needs of employees and provides or procures training. Approves and/or disapproves leave requests. Promotes acceptance and adherence of programs such as Equal Employment Opportunity, Federal Women's Program, Labor Management Relations, and other similar special emphasis programs. Maintains an effective position management program. Assures position descriptions are accurate, and positions are operating as intended.

b. Develops, implements and evaluates the administrative, personnel, and supply policy for the battalion. Is the primary advisor for the command in the areas of legal, medical, and personnel actions. Provides technical assistance and guidance to unit level administrative and logistical personnel. Provides oversight for and consolidates unit level feeder reports. Analyzes and/or prepares the personnel reporting areas of the battalion level organizational readiness report. Reviews legal documentation and provides recommendations for appropriate actions and/or forwarding to higher headquarters. Ensures the development and execution of the command level guidance for implementation of the Enlisted Promotion Management System (EPMS). Ensures the timely completion of military personnel evaluation reports. Provides assistance and guidance in the preparation of officer promotion packets for required board actions. Ensures the planning and coordination of health service support (i.e. Annual medical certification, vaccinations, physical examinations, profiles, medical review boards, etc.) for the command. Assists in the preparation for and executes command level inspections in the area of personnel and administration.

c. Ensures compliance with the Command Supply Discipline Program (CSDP) and Command Maintenance Discipline Program (CMDP). Assists in the preparation of and executes additional command level inspections in the area of logistics and maintenance. Analyzes and/or prepares the logistics and equipment readiness areas of the battalion/squadron level organizational readiness report. Advises the commander of equipment on hand and equipment readiness issues. Directs the maintenance priority of support for unit equipment. Reviews, analyzes,

and provides recommendations relative to proposed MTOE and/or force structure changes to determine the impact on personnel and equipment authorizations.

d. Makes day-to-day decisions for the commander in the areas of personnel and equipment assignments. Investigates and recommends, as directed, appropriate action on incidents such as property loss or complaints involving the units or assigned members. Coordinates and ensures the completion of line of duty (LOD) investigations, reports of survey, change of command inventories, etc.

e. May be required to represent the National Guard and the Commander in the community. Provides support for community activities such as parades, celebrations, military funerals, etc. Coordinates with civic organizations and school officials for such things as communities support projects, natural disaster or civil disturbance planning. Monitors the use of facilities for military and recruiting in conjunction with community activities. Coordinates the security of the facilities. Submits to local news media, articles, stories, announcements or advertisements designed to make the public aware of the National Guard and their role in the community and in national defense.

g. Reviews reports and plans pertaining to the overall organization's mobilization readiness. May supervise the execution of the mobilization of individuals or sub elements of the command for the purpose of state or federal missions. Reviews the organization's unit readiness report.

h. Ensures the National Guard armories and other facilities in the command are properly utilized and cared for. Arranges with state ARNG officials for repair, upkeep, and custodial services for the facilities. Ensures the proper security measures are established and followed. Initiates rental agreements and receives accounts for monies received for rental of the headquarters armory. Audits and reviews armory accounts of subordinate armories.

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>