

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

STATEWIDE

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

AGR Branch will accept applications until **24 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.

Position: Human Resources Technician	Duty Location: HHD, JFHQ, G1, 2 Randolph Road, Hanscom AFB, MA 01731
Min Grade: Enlisted grades with a approved Adjutant General Corps Proponent Predetermination Packet for 420A, Human Resources Technician Max Grade: CW2	MOS: 420A
Unit POC: SGM Vickie Danahey, 339-202-3103, Vickie.danahey.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.

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 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 regard to Incentives Termination/Recoupment Rules.

- h. Applicants cannot apply if currently under a Suspension of Favorable Personnel Actions (FLAGGED).
- i. NACLC/Tier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACLC 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. Warrant Officer applicants must be qualified in the MOS 420A and / or scheduled for the Human Resources Technician (420A) Warrant Officer Basic Course (WOBC).
- n. Enlisted Soldiers, at minimum, must have an approved predetermination packet (PDP) from the U.S. Army Adjutant General Corps for MOS 420A. Such applicants must be prepared for appointment to WOC or WO1 through the State Federal Recognition Board. Enlisted Soldiers without an approved PDP must coordinate with the Recruiting and Retention Battalion Warrant Officer Strength Manager (WOSM). Predetermination packets must be approved by the Adjutant General Proponent and submitted with the application t. A selected enlisted Soldier must complete the Warrant Officer Candidate School (WOCS) Resident or Massachusetts Regional Training Institute (RTI) WOCS within one year of appointment to this position. Selected applicant must also complete the active component WO Basic Course for WO MOS 420A within two years of appointment as a WO1.
- o. Failure to meet any of these education requirements will result in release from the AGR program as identified in AR 135-18 or possible reassignment to a valid enlisted position if the State leadership decides to retain the Soldier as an AGR and the State will not exceed its full-time support end strength.

3. 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 with gender data redacted, current within the last 6 months from the date bulletin closes.
- d. ATIS screenshot including AFT history with gender data redacted, must be within 6 months from the date bulletin closes.
- e. Memorandum from Full-time Commander/AO/Directorate that states, (Memorandum of Good Standing) using template from Appendix E from HRIB 25-16.
 - (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.
- e. All previous DD Form 214s and NGB Form 22s or DD 214-1.
- f. Last five NCOERs/OERS (if applicable).
- g. Soldier Talent Profile from IPPS-A. Must show ASVAB scores.
- h. Medical Protection System Individual Medical Readiness (IMR) dated within last 12 months with gender data redacted.
- i. Current DA 5016 Retirement Accounting Statement Form.
- j. Completed Pre-employment Reference Check Form.
- k. Completed CORI request form with front/back color copy of driver's license.
- l. Security clearance memorandum from respective state G2.
- m. Completed NGMA Form 1-20 May 2025 Final Version
- n. Letters of Recommendation are permissible but not required.
- o. WOCS graduation certificate, if enlisted member holds a certificate of eligibility.
- p. Adjutant General Corps proponent approved Predetermination packet.

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: nq.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:

None

4. DUTIES AND RESPONSIBILITIES:

- a. Serves as the principal HR technical advisor to the commander on all aspects of military personnel management and readiness.
- b. Provides technical oversight of HR operations, personnel accountability, talent management, strength management, evaluations, awards, casualty operations, records management, mobilization, and HR information systems. Integrates Army HR policies, regulations, and automated personnel systems to ensure accurate personnel data and regulatory compliance.
- c. Advises commanders and senior leaders on personnel readiness and force management while mentoring HR professionals, developing HR capabilities, and synchronizing human resources support to enhance organizational readiness and mission accomplishment.
- d. Relying on the experience gained while assigned to a battalion, brigade, or the G-1 to seek opportunities for improvement Statewide.
- e. Use extensive knowledge and hands-on experience with HR systems such as IPPS-A, and DPRO for trend and data analysis to develop, interpret, and implement local, NGB, and HQDA personnel policies.
- g. Routinely interact and advise senior leaders within and outside the organization.
- h. Plan or assist in planning and execution of enlisted and officer boards
- i. Use extensive knowledge of enlisted and officer personnel actions (promotions, discharges, waivers, etc.) to accurately review and processes actions within a timely manner.

j. Lead, mentor, and develop subordinate Soldiers, NCOs, and HR professionals while fostering a culture of accountability, professionalism, and continuous improvement.

K. All other duties assigned or tasked.

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>