

MASSACHUSETTS NATIONAL GUARD **AMENDED**  
 FULL-TIME NATIONAL GUARD DUTY OPERATIONAL SUPPORT  
 FTNGD-OS  
 VACANCY ANNOUNCEMENT

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

AGR Branch will accept applications until **17 October 2026**.

Applications are currently being accepted for the following **FULL-TIME NATIONAL GUARD DUTY OPERATIONAL SUPPORT (FTNGD-OS)** position from qualified MA ARNG personnel under the provisions of 32 USC 502(f)(2) IAW NGB **Policy Memorandum #24-012 (FTNGD-OS)**. 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> CBRN-TF Admin Specialist                                          | <b>Unit / Location:</b> HRF, 28 Haverhill St., Reading, MA 01867                                                                                  |
| <b>Min Grade:</b> E4 <b>Max Grade:</b> E5                                          | <b>MOS:</b> 00F                                                                                                                                   |
| <b>Unit POC:</b> SGT Isabella Murphy, 339-265-4956, isabella.h.murphy.mil@army.mil | <b>AGR Branch POC:</b> Staffing NCO, 339-265-4134<br><a href="mailto:ng.ma.maarnng.mbx.agr-jobs@army.mil">ng.ma.maarnng.mbx.agr-jobs@army.mil</a> |
| <b>Salary:</b> Full time military pay & allowances                                 | <a href="https://massnationalguard.org/available-positions-2/">https://massnationalguard.org/available-positions-2/</a>                           |

\*Contingent upon availability of FY27 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 FTNGD-OS orders that may cause the member to exceed 1,095 cumulative days (3 years) as a result of this duty within the preceding 4 year window.
- c. Not currently serving on other FTNGD-OS 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 FTNDG-OS 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. ATIS screenshot reflecting height/weight history with gender data redacted, current within the last 6 months from the date bulletin closes. **Effective 1 July 2026 all Soldiers must have a Waist to Height Ratio (WHtR) recorded in ATIS.**
- l. Must not be in violation of AR 600-20 regarding participation in extremist organizations and activities (no waiver authorized).
- m. 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 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. ADDITIONAL PREFERENCES:**

- Previous HRF, CASE, or CBRN-TF experience preferred.

**DESIRED COMPETENCIES AND KNOWLEDGE:**

- Previous IPPS-A training and experience preferred.

**3. APPLICATION PROCEDURES:** ALL APPLICANTS will submit:

- A copy of this announcement
- FTNGD-OS Checklist (dated 15 September 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., FTNGD-OS 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**

**4. DUTIES AND RESPONSIBILITIES:**

- Responsible for the coordination, processing, and management of all administrative, personnel, and accountability systems supporting the CBRN Task Force.
- Report daily to the TF J1 / Administration Officer on personnel strength, accountability tracking, and outstanding administrative actions.
- Updates, maintains, and distributes the Task Force Personnel Status (PERSTAT) report and daily duty rosters.
- Processes, files, and tracks military orders, temporary duty (TDY) travel authorizations, and emergency leave requests for task force personnel.
- Actively participates in various training events and mobilization exercises to validate tactical personnel accountability and casualty tracking systems.
- Preparation and distribution of daily administrative summaries, emergency contact lists, and task force rosters.
- Responsible for initiating, managing, and closing out daily personnel check-in/check-out logs and joint muster procedures.
- Acts in the absence of the J1 Administration NCOIC to ensure all personnel actions and administrative support functions are seamlessly managed.
- Serves as the primary point of contact for in-processing/out-processing personnel, emergency red cross messages, and coordination of mail operations.

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- Suggest and develop methods to improve administrative efficiency, automate personnel tracking, and streamline processing times during activations.
- Manages the secure storage, filing, and disposition of administrative records and personal information in compliance with operational security (OPSEC) guidelines.
- Establishes and maintains physical and digital files for task force directives, policy letters, award recommendations, and evaluation reports.
- Maintains the J1 Administration Battle Book, administrative templates, and current task force standard operating procedures (SOPs).
- Updates administrative references, legal guides, and personnel policy letters as necessary to ensure regulatory compliance.
- Maintains steady-state administrative readiness, monitors personnel medical/dental readiness status, and maintains shared situational awareness of task force manning levels.
- All other 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>

## MAARNG FTNGD APPLICATION CHECKLIST (dtd 15 September 2026)

*Applicable to applications for FTNGD orders greater than 180 consecutive days, other than AGR*

Applicant Name: \_\_\_\_\_ Bulletin # : \_\_\_\_\_  
Applicant Email: \_\_\_\_\_ Unit of military assignment: \_\_\_\_\_  
Applicant phone number: \_\_\_\_\_ Duty Location: \_\_\_\_\_  
Is Service Member a Permanent Technician or Title 5 employee: Blank

***Soldier's unit of military assignment must **verify** the below criteria and **initial** if accurate. If the Soldier does not meet any of the below, **explain** the circumstances on a continuation page.***

- ☐ Will not attain or exceed 17 years of Active Federal Service as a result of this FTNGD tour.
- ☐ Will not exceed 1,095 cumulative days (3 years) on orders within the preceding 4 year window.
- ☐ Is not currently serving on FTNGD with a waiver to exceed 1,095 days or serving on AGR.
- ☐ Is not within 6 months of MRD/ETS on the report day of the tour, unless waived.

The following documents must be submitted with the FTNGD-OS bulletin:

<https://massnationalguard.org/available-positions-2/>

1. This **FTNGD Checklist**, complete, accurate, and signed.
2. **DA Form 1058**, completed by the Soldier and verified/signed by unit commander or AO.
3. **NGB Form 1058-1R**. Enclose GO Letter of Acknowledgment, if applicable, for service beyond 1,095 days.
4. **DA 5016** Retirement Accounting Statement Form
5. **MEDPROS IMR** with current PHA date, PULHES, and HIV with gender data redacted. (current within 2 years)
6. **ATIS** Waist to Height Ratio (WtHR) screenshot within the last six months of bulletin closure.
7. **ATIS last record AFT and CFT if applicable**, current within the last six months of bulletin closure. (redact gender)
8. **DAMPS Orders Query** to confirm cumulative service on FTNGD.
9. **Commander's FTNG approval memorandum**.
10. **TAG Acknowledgment form** (required for all Permanent Technician and Title 5 employees). Complete the Soldier and Supervisor sections and leave the TAG decision blank. AGR Branch will process the request if selected.
11. **Soldier Talent Profile**.
12. **BAH Statement** identifying any Family members receiving BAH. Per 37 USC §421, only one Service Member may receive BAH at the with dependents rate. Refer to Joint Travel Regulation for exceptions.
13. **Completed CORI request form with front/back copy of driver's license**.
14. **MANG Form PMO-1 20 May 2025 Final**
15. **Completed reference sheet (emails for each mandatory)**.

By signing below, the applicant acknowledges the following:

**I understand** that the position for which I am applying is **temporary in nature** and that it is against policy for anyone to offer or promise an extension to my orders or full-time employment as a result of this temporary tour. Furthermore, I understand that funding is not available for PCS or TDY travel, that **I must reside within commuting distance** of my assigned duty station and that **orders can be terminated IAW applicable guidance and policy**.

Applicant: \_\_\_\_\_  
(Name) (Signature and Date)

**Reviewed by:**

Unit Representative: \_\_\_\_\_