

MASSACHUSETTS NATIONAL GUARD
 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 **25 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.

Position: HRF Training NCO	Unit / Location: HRF, 149 Speen St., Natick, MA 01760
Min Grade: E5 Max Grade: E5	MOS: 00F
Unit POC: SSG Nicholas Liberto, 774-823-5092, nicholas.c.liberto.mil@army.mil	AGR Branch POC: Staffing NCO, 339-202-3184 nq.ma.maarnq.mbx.agr-jobs@army.mil
Salary: Full time military pay & allowances	https://massnationalguard.org/available-positions-2/

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 FTNGD-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 DAMPS, DTS, ATIS and IPPS-A training and experience preferred.

3. APPLICATION PROCEDURES: ALL APPLICANTS will submit:

- A copy of this announcement
- FTNGD Checklist (dated 15 September 2026)

It is the Applicants responsibility to submit their completed packet to AGR Branch.

*Disclaimer: Applicants will forward their application to their full-time unit representative for required documents and endorsement. **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 to 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

(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 scheduling, coordination, execution, and tracking of all individual, collective, and specialized training requirements for HRF personnel.
- Report daily to the HRF Training Officer on unit training readiness, school seat allocations, and training-management deadlines.
- Updates, maintains, and manages the unit training calendar, training-management databases (e.g., ATIS), and statutory training folders.
- Processes, tracks, and manages applications for HRF/CERFP Individual Training Requirements Matrix (ITRM) courses, specialized CBRNE schools, and civilian disaster-response courses.
- Actively participates in planning conferences, training meetings, and unit exercises to coordinate logistics, land, and range resources.
- Preparation and distribution of daily training schedules, and unit training readiness briefings.
- Responsible for initiating, supervising, and verifying range safety briefs, risk management assessments, and training-area opening/closing procedures.
- Acts in the absence of the HRF Training Officer to ensure all daily training plans, resource allocations, and administrative requirements are managed.
- Serves as the primary training coordinator with external evaluation teams, civilian emergency response academies, and state JFHQ training branches.
- Suggest and develop methods to improve training efficiency, maximize school seat utilization, and streamline training-records management.

THE MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

- Manages the secure tracking, storage, and updates of sensitive training records, safety certifications, and individual weapon-qualification cards.
- Establishes and maintains active coordination for training venues, local range facilities, and specialized simulator training suites.
- Maintains the HRF Training Battle Book, standardized programs of instruction (POIs), and unit training standard operating procedures (SOPs).
- Updates training folders, risk assessment templates, and reference materials based on newly released military doctrine or lessons learned from exercises.
- Maintains steady-state tracking of individual medical/physical readiness and ensures shared situational awareness of the unit's overall deployment capabilities.
- 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>