

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

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

EXPIRES: 25 August 2017

1. ELIGIBILITY. Applications are currently being accepted for the following FULL-TIME (ADOS) position from qualified MA ARNG personnel under the provisions of 32 USC 502(f)(2) IAW NGB Policy Memorandum #09-014 (FTNGDOS). This position is open to **ALL SOLDIERS IN THE MA ARNG of the specified rank who meet the requirements and competencies listed in the bulletin.** AGR Branch (NGMA-PEO-AGR) will accept applications until **1400 on 25 August 2017.**

Position: Administrative Program Management Specialist (CBRN) Task Force	Location: Region I, Homeland Response Force, With duty at Camp Curtis Guild, Reading, MA
Min Rank: SPC Max Rank: SGT	MOS/AOC: Immaterial
Unit POC: SFC Steven J. Young, 339-202-6407 steven.j.young.mil@mail.mil LTC Dani S. Williams, 339-202-5011 dani.s.williams.mil@mail.mil	AGR Branch POC: SFC Vanessa Robinson-Jones, 339-202-3184 Applications accepted in a single PDF file attachment by email ONLY: ng.ma.maarng.mbx.agr-jobs@mail.mil
Salary: Full-time Military Pay & Allowances	Web Site: http://www.thenationsfirst.org/available-positions.html

Contingent upon availability of FY17 funding

2. QUALIFICATIONS:

- a. Soldier will not qualify for sanctuary as a result of the operational support order unless a waiver for through ARNG-HRH and approved by DARNG prior to the issuance of the order.
- b. Soldier is not currently serving on other FTNGDOS orders that may cause the member to exceed 2190 days (6yrs) as a result of this duty that would qualify for separation pay.
- c. Soldier is not a Permanent Technician or AGR (Technicians must attain waiver approved by the Adjutant General).
- d. Soldier is not within six months of ETS on the report day of the tour, unless waived.
- e. Soldier must meet the medical retention standards IAW Chapter 3, AR 40-501.
- f. Soldier is within commuting distance of the assigned duty station.
- g. Soldier, if female, must have a NEGATIVE pregnancy test within 15 days of order start date. IAW AR 40-501, chapter 10 (b) Pregnancy is a disqualifying factor for entry onto any active duty greater than 30 days and for tour renewals.

h. Soldier must have a Human immune-deficiency virus (HIV) showing “green” in MODS (MEDPROS IMR) within the last 24 months.

i. Soldier is not under a suspension of favorable personnel actions per AR 600-8-2, Suspension of Favorable Personnel Actions.

j. Soldier Meets height and weight requirements in accordance with AR 600-9.

k. Frequent travel may be required.

l. Resume required for any relevant emergency management experience (i.e. Law Enforcement, Fire/Hazmat, medical, emergency response, and specialized training).

3. APPLICATION PROCEDURES:

a. ALL APPLICANTS will submit:

- (1) A copy of this announcement.
- (2) Completed FTNGDOS Checklist.
- (3) Statement from the Full-time Commander/AO/Directorate:
 - Soldier meets the height/weight standards.
 - Soldier is not flagged and is within good standing.
- (4) A filled out Standard Form 181 Race and National Origin Identification (dated August 2005).
- (5) Memorandum of understanding and concurrence from Commander.
- (6) Pre-Employment Reference Check.

NOTE: All required forms can be found at the following link:

<http://www.thenationsfirst.org/available-positions.html>

Any documentation missing requires a letter regarding the circumstances be enclosed in the application packet. Incomplete Applications will not be considered.

b. Applicants will then forward the completed packet thru their Chain of Command (CoC) for required documents and endorsement. The Major Sub-Command S1's will forward the completed packet to the AGR Jobs inbox. **In order to meet the submission deadline (Expiration date), allow your units at least 15 days to obtain documents pertaining to your packet thru the CoC. Do not send the request to your unit on the expiration date as this will not meet the 1400 deadline. ** Applications are accepted as one single file attachment via **EMAIL ONLY (ng.ma.maarng.mbx.agr-jobs@mail.mil); emails must be labeled on the subject line: **Announcement Number, Title of Position and Applicant's Name.****

All applicants will be notified in writing within 30 days after the selection board.

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

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4. JOB DESCRIPTION:

The Region I Homeland Response Force (HRF) is a capability package within the National Guard Bureau CBRN Response Enterprise. The Region I HRF is comprised of National Guard Soldiers throughout the New England region that can quickly and efficiently deploy to a CBRN incident. The fulltime staff maintains the readiness of the HRF, to include training and future planning. The Region I HRF is currently looking for Full Time National Guard Duty – Other Training Duty (FTNGD-OTD) support to fill the role as CBRN TF (Task Force) Administration and Program Management Specialist. Duties and responsibilities include:

1. Directly supports the Operations section and carries out daily procedures to ensure the readiness of each CBRN TF section.
2. Reports daily to the Operations NCOIC.
3. Maintains all certificates and updates CBRN TF rosters
4. Ensures that the Defense Travel System requirements, Government Travel Card application procedures, tracking, and use are followed to standard.
5. Establishes the relationships and networks with providing unit Readiness NCO's to ensure CBRN TF members' certifications have been submitted.
6. Actively participates in various training events and exercises to enhance the readiness of the CBRN TF Sections.
7. Acts as the assistant instructor to the section during briefings and classes given to CBRN TF personnel.
8. Tracks and creates licenses for CBRM TF Soldiers.
9. Creates sign in rosters for classes given.
10. Acts as the subject matter expert for mask fitting procedures and carries out testing for all section personnel.
11. Works with CBRN TF Logistics NCO and HRF Communications Section
12. Maintains all OSHA compliance information
13. Works entrepreneurially to both develop self and discover ways to improve the CBRN TF under the supervision of the Operations NCOIC.
14. Works with the Operations Officer and NCOIC to manage workflow and allow leading maximum freedom and time for planning and resourcing training.
15. Updates alert roster for all CBRN TF sections.
16. Plans, prepares, and conducts analysis to facilitate completion of long range planning documents.
17. Performs all other additional duties as assigned.

Desired Competencies:

- Experience with unit personnel administration and management
- Experience training, both internal and external to the agency
- Experience planning and managing personnel training
- Experience with information management or COP generation software

Knowledge:

- Defense Support of Civil Authorities (DSCA) / Civil Support Operations
- ICS / NIMS / HRF
- Emergency Management / Response
- Domestic Operations Communications
- CBRN TF Operations and Tactics

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Skill:

- Communication (Written, Verbal, Presentation / Multi-media)
- Analytical
- Critical Thinking
- Organizational
- Research
- Negotiation and Mediation
- Microsoft Office

Ability:

- Influencing
- Collaborating
- Understanding / Comprehension
- Motivating

Please check <http://www.thenationsfirst.org/available-positions.html> for updates on job announcements.

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