

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

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

EXPIRES: 27 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 OFFICERS 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 27 August 2017**

Position: CASE Operations Officer	Location: Region I, Homeland Response Force 640 Plantation St, Worcester, MA
Min Grade: O1 Max Grade: O2	MOS/AOC: Immaterial
Unit POC: LTC Dani Williams, 339-202-5011 dani.s.williams.mil@mail.mil SFC Steven J. Young, 339-6407 Steven.j.young.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. Officer 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. Officer 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. Officer is not a Permanent Technician or AGR (Technicians must attain waiver approved by the Adjutant General).
- d. Officer is not within six months of ETS on the report day of the tour, unless waived.
- e. Officer must meet the medical retention standards IAW Chapter 3, AR 40-501.
- f. Officer is within commuting distance of the assigned duty station.
- g. Officer, if female, must have a NEGATIVE pregnancy test within 15 days of order start date. IAWAR 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. Officer must have a Human immune-deficiency virus (HIV) showing “green” in MODS (MEDPROS IMR) within the last 24 months.

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- i. Officer is not under a suspension of favorable personnel actions per AR 600-8-2, Suspension of Favorable Personnel Actions.
- j. Officer Meets height and weight requirements in accordance with AR 600-9.
- k. Resume required for any relevant emergency management experience (i.e. Law Enforcement, Fire/Hazmat, medical, emergency response, and specialized training).
- l. Frequent travel may be required.
- m. Must possess or be able to obtain a Secret Security Clearance.

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:
 - Officer meets the height/weight standards.
 - Officer 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.

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 CASE is organic to the Region I HRF and serves as a capability package within the National Guard Bureau CRE Enterprise. The CASE is comprised of National Guard Soldiers throughout the Massachusetts National Guard that can quickly and efficiently deploy to a CBRN incident. The fulltime ADOS staff maintains the readiness of the CASE requirements, to include training, maintenance and future planning. The CASE is currently looking for temporary full time ADOS support to fill the role as Operations Officer. The CBRN Assistance Support Element (CASE) Operations and Support Officer Duties include:

- Assist the CASE OIC in the development and execution of unit training and operations.
- Act as Battle Captain in CASE CP during exercises and real-world events.
- Work with the CASE NCOIC to develop and refine garrison and tactical Standard Operating Guidance (SOG).
- Coordinate with the HRF Command and Control, CBRN Task Force, and other National Guard CBRN Response Enterprise elements, in support of a response to domestic CBRN incidents.
- Coordinate with first responders, HAZMAT teams, Incident Command officials, local government officials, and other military and civilian actors in emergency or disaster response activities.
- Manage and organize flow of information for OIC and higher commands.
- Establish and maintain a familiarity with ICS, HAZMAT Operations, and the HRF concept of operations.
- Coordinate with owning units in the Battalion and Company order process to ensure that CASE priorities are included in training plans.
- Oversee the work of other fulltime CASE personnel in the absence of the OIC.
- Perform other duties as assigned.

Desired Competencies:

- Tactical / Emergency Operations Center and Battle Desk experience
- Operations experience Company Level or higher
- Staff experience Battalion level or higher
- Management experience
- Intel Analysis
- Familiarity with the civilian emergency first responder agencies (Police, Fire, EMS)

Knowledge:

- Defense Support of Civil Authorities (DSCA) / Civil Support Operations
- Automated Fund Control Order System (AFCOS)
- ICS / NIMS / HRF
- Emergency Management / Response
- Joint Planning / Operations
- JRSOI
- Defense Travel System (DTS)
- Joint Training Management System
- Homeland Security Exercise and Evaluation Program (HSEEP)

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Skill:

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

Ability:

- Influencing
- Collaborating
- Understanding / Comprehension
- Motivating

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