

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

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

**EXPIRES: 8 December 2017**

**1. ELIGIBILITY.** Applications are currently being accepted for the following FULL-TIME (AGR) position from qualified MA ARNG personnel under the provisions of 10 USC 681, Title 32 Section 502. This position is open to **ALL AVAILABLE ENLISTED SOLDIERS IN THE MASSACHUSETTS ARMY NATIONAL GUARD.** **The hiring of this position is contingent upon the availability of AGR resources and funding in the NGB FY18 authorizations voucher.** AGR Branch will accept applications until **1400 hours 8 December 2017.**

<b>Position:</b> Training NCO	<b>Location:</b> Hanscom AFB/Camp Edwards, MA
<b>Max Rank:</b> SSG <b>Min Rank:</b> SGT	<b>MOS:</b> 17C, 25B, 35Q, 35F
<b>Unit POC:</b> MAJ Karmin Ng, 339-202-3602 <a href="mailto:karmin.ng2.mil@mail.mil">karmin.ng2.mil@mail.mil</a>	<b>AGR Branch POC:</b> SSG Amy Conti 339-202-3112 <b>Applications are accepted as one file attachment via email ONLY to the following address:</b> <a href="mailto:ng.ma.maarng.mbx.agr-jobs@mail.mil">ng.ma.maarng.mbx.agr-jobs@mail.mil</a>
<b>Salary:</b> Full-time Military Pay & Allowances	<b>Website:</b> <a href="http://www.thenationsfirst.org/available-positions.html">http://www.thenationsfirst.org/available-positions.html</a>

**2. QUALIFICATIONS:**

- a. Soldier selected will be militarily assigned to the unit and will be placed in the required duty position; Soldier must have a valid Army MOS in order to qualify to apply for an AGR position.
- b. Soldier must have the potential to become MOS qualified in the first 12 months or be released from AD/FTNGD.
- c. Accessions into the AGR Program require the following Medical Fitness Standards:
  - 1) Soldier 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) Soldier 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.
  - 3) Soldier must meet the body composition standards prescribed in AR 600-9.
  - 4) Soldiers who have a Physical Profile Serial (PULHES) that contains a “3” or a “4” must meet the requirements of AR 600-60 prior to entry in the AGR Program.
  - 5) Soldiers 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.

MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

6) 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.

7) Pregnant female Soldiers are eligible to apply for AGR tours effective 03 February 2006 per NGB-ARH-S Policy Memo #06-014.

d. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

e. Individuals entering into their initial AGR Tour must be able to serve at least (3) years in an active military status IAW AR 135-18, chapter 2, prior to completing 18 years of Active Federal Service (AFS).

f. Military technicians may not convert in-place to AGR status. An incumbent military Technician may only change to AGR status in conjunction with a different SPMD position, defined as a SPMD position with a different position number.

g. Any falsification of the eligibility requirements will result in immediate release from the AGR program.

h. Applicants must possess a valid state driver's license and be qualified to operate a GSA leased vehicle.

i. Before applying for any AGR position, please talk to your state's Incentive Manager in regards to Incentives Termination/Recoupment Rules.

j. Soldiers cannot apply if currently under a Suspension of Favorable Personnel Actions (FLAGGED).

k. Applicant must be able to possess a TOP SECRET with SCI security clearance within 12 months.

### 3. APPLICATION PROCEDURES:

**a. All applicants will submit the following documents to AGR BR  
(EXCEPT CURRENT AGR SOLDIERS SEE 3. b. BELOW)**

1) A copy of this announcement.

2) NGB Form 34-1, dated 20131111 (Application for Active Guard/Reserve AGR position)

Attach additional sheets of information, if necessary.

3) DA Form 705 (APFT Score Card) within the last 12 months.

4) DA photo taken within the past 12 months taken at a valid military multimedia site.

5) Statement from the Full-time Commander/AO/Directorate:

- Soldier meets the height / weight standards.
- Soldier is not flagged and is within good standing.
- Soldier is not on the DMD/ODD and scheduled to deploy within the next six months.
- Concur/non-concur with request for lateral reassignment (AGR Soldiers ONLY).

6) Copy of all previous DD Form 214s and NGB Form 22s

7) Copy of last five NCOERS (if applicable)

8) Enlisted Records Brief (ERB) within the last 12 months.

9) Completed Standard Form 181 Race and National Origin Identification (dated August 2005).

10) Most recent Medical Protection System Individual Medical Readiness (IMR) record accessible through Army Knowledge Online (AKO). The IMR must be dated within the last 12 months in order to be valid.

11) Completed Pre-employment Reference Check Form

**b. Current AGR Soldiers applying for this position will submit the following:**

a. A copy of this announcement with contact information filled-in below.

b. Copy of DA Form 705 (APFT Score Card) within the last 12 months.

c. Statement from the Full-time Commander/AO/Directorate:

- Soldier meets the height / weight standards.
- Soldier is not flagged and is within good standing.
- Soldier is not on the DMD/ODD and scheduled to deploy within the next six months.

d. Copy of last three NCOERs.

e. Copy of an ERB within the last 12 months.

f. Full-time Commander/AO memo stating concur/non-concur with request for lateral reassignment.

g. A filled out Standard Form 181 Race and National Origin Identification (dated August 2005).

**CURRENT AGR APPLICANTS ONLY CONTACT INFORMATION**

NAME: \_\_\_\_\_ MOS: \_\_\_\_\_ SMOS: \_\_\_\_\_

HOR: \_\_\_\_\_

HOME PHONE #: \_\_\_\_\_

WORK PHONE #: \_\_\_\_\_

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

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

**Any missing documentation requires a letter of justification regarding the circumstances and must be enclosed in the application packet.**

**b.** Soldiers will then forward the completed packet to [ng.ma.maarng.mbx.agr-jobs@mail.mil](mailto: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**

### **4. JOB DESCRIPTION:**

a. Chiefly responsible for all aspects of training management for the unit. On a full time basis reports directly to the unit RNCO and serves as the acting RNCO in his absence. Maintains a direct line of communication with the battalion S3/training and operations section.

b. Develops the Unit Training Plan (UTP) IAW the Commanders training guidance for approval. Ensures compliance with command guidance, directives, as well as the publications of higher headquarters in accordance with ADP 7-0 and AR 350-1. Maintains proficiency with the Digital Training Management System (DTMS). Works directly with the Battalion Training Officer to ensure all unit training plans are submitted in DTMS in a timely manner. Ensures all training and operations are scheduled and resourced in accordance with timelines established by regulation and higher HQs. Submits After Action Reviews (AARs) for all training events.

c. Manages the unit's school's program by being proficient with ATRRS, AFCOS, and DTS. Works with the RNCO to schedule schools which include NCOES, DMOSQ, and ASI's. Develops a long-range schools plan by using the AFAM. Ensures all Soldiers have pay and travel orders for all schools and all authorizations and vouchers are entered into DTS per established timelines.

d. Assists the RNCO with pay, personnel actions, orders production and administrative activities in coordination with the applicable battalion staff section. Follows established procedures in the resolution of all personnel matters and supervises those procedures until eventual solution.

e. Performs all other duties as assigned.

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

MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER