

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

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

EXPIRES: 10 February 2018

1. ELIGIBILITY. Applications are currently being accepted for the following **FULL-TIME THREE YEAR ONE TIME OCCASIONAL TOUR (OTOT)** 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 10 February 2018.**

Position: Paralegal	Location: HHD, JFHQ-MA, Judge Advocate Office, Hanscom AFB
Max Rank: SSG Min Rank: SPC	MOS: 27D
Unit POC: MAJ Soren Seale, 339-202-3821 soren.d.seale.mil@mail.mil	AGR Branch POC: SSG Amy Conti 339-202-3112 Applications are accepted as one PDF file attachment via email ONLY to the following address: ng.ma.maarng.mbx.agr-jobs@mail.mil
Salary: Full-time Military Pay & Allowances	Website: http://www.thenationsfirst.org/available-positions.html

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 MOSQ.
- 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).

3. APPLICATION PROCEDURES:

a. All applicants will submit the following documents to AGR BR
(EXCEPT CURRENT MA 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.

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) Security Clearance Memorandum, signed by CDR or RNCO

12) Completed Pre-employment Reference Check Form

b. Current MA 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 a 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. Completed Standard Form 181 Race and National Origin Identification (dated August 2005).

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

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

CURRENT MA AGR APPLICANTS ONLY CONTACT INFORMATION

NAME: _____ **MOS:** _____ **SMOS:** _____

HOR: _____

HOME PHONE #: _____

WORK PHONE #: _____

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; 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:

Supervise the operation of a command paralegal office. Trains and provides guidance to subordinates on complex paralegal administrative issues. Coordinate with units concerning tasking and training of paralegal specialist and noncommissioned officers. Conduct extensive paralegal research. Adjudicates personal property claims.

Paralegal specialists administer and supervise the provision of paralegal services to unit commanders and staff and assist judge advocates/attorneys in providing professional paralegal services in diverse paralegal disciplines, including: organizational paralegal services (military justice, paralegal assistance, claims, administrative law, international law, operational law, and contract law); defense paralegal services; and judicial paralegal services.

ADDITIONAL REQUIREMENTS:

- No court martial conviction or punishment under formal Article 15 proceedings. (Formal Article 15 waivable by HQDA (AHRC-EPM-A) with OTJAG approval).
- No record of civil conviction other than minor traffic offenses. (Minor non traffic offense civil conviction waivable by HQDA (AHRC-EPM-A), with OTJAG approval.)
- No pattern of undesirable behavior as evidenced by civilian or military record.
- No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
- Paralegal certification by the Judge Advocate General (TJAG), per Army Regulation (AR) 27-1, Judge Advocate Legal Services.
- Must meet the minimum ASVAB score requirement CL 105.
- Must possess a Secret Security Clearance.

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

MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER