

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

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

AGR Branch will accept applications until **28 September 2022**.

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 #20-003 (FTNGDOS). 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: Human Resources Specialist	Unit / Location: Homeland Response Force, Natick, MA
Min Grade: E4 Max Grade: E4	MOS: 42A
Unit POC: SSG Hickey, 339-202-5039 arianna.e.hickey.mil@army.mil	AGR Branch POC: Staffing NCO, 339-202-3112 ng.ma.maarnq.mbx.agr-jobs@army.mil
Salary: Full time military pay & allowances	http://www.massnationalguard.org/available-positions.html

Contingent upon availability of FY22 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 FTNGDOS orders that may cause the member to exceed 2,190 days (6yrs) as a result of this duty that would qualify for separation pay.
- c. Is not a Permanent Technician or AGR (Technicians must attain an acknowledgement approved by the Adjutant General).
- d. Is not within six months of ETS on the report day of the tour, unless waived.
- e. Must meet the standards of medical readiness IAW Chapter 3, AR 40-501.
- f. Soldier is within commuting distance of the assigned duty station.
- g. If female, must have a NEGATIVE pregnancy test within 15 days of order start date.
- h. Must have a Human immune-deficiency virus (HIV) showing "green" in MODS (MEDPROS IMR) within the last 24 months.
- i. Not under a suspension of favorable personnel actions per AR 600-8-2, Suspension of Favorable Actions.
- j. Meets height and weight requirements in accordance with AR 600-9.
- k. Must not be in violation of AR 600-20 regarding participation in extremist organizations and activities (no waiver authorized).
- l. 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 for appointment to these positions).
- m. In accordance with DoD Government Travel Charge Card Regulations dated March 2022, all DoD personnel are required to have an individual government travel card.
- n. Must have a valid civilian driver's license and reliable transportation.

2. APPLICATION PROCEDURES: ALL APPLICANTS will submit:

- A copy of this announcement
- FTNGD Checklist (dated 18 May 2022)

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

Applicants will forward their application to their full time unit representative for required documents and endorsement. **In order 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 be enclosed in the application packet.

** Applications are accepted via EMAIL ONLY (nq.ma.maarnq.mbx.agr-jobs@army.mil). Applications will be submitted as one single PDF attachment. Portfolio formats are not accepted. Subject line of email must include: Announcement Number, Title of Position and Applicant's Name.

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

3. DUTIES AND RESPONSIBILITIES:

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 of Human Resources Specialist. Duties and responsibilities include:

- Serve as administrative assistant to the S1 for the HRF as well as POC and architect for the HRF Joint Manning Document (JMD)
- Responsible for tracking the overall administrative readiness of all HRF personnel on the JMD
- Develop products for reporting status and readiness of HRF personnel
- Develop HRF related SOP and SOGs and general office and administrative duties
- Responsible for daily management the JMD and Exercise Manning Documents (If applicable)
- Serve as the S1 PERSTAT Specialist/NCO during SED and HRF events
- Schedule HRF training for S1 personnel who are on the JMD
- Assist with additional S1 duties

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

NOTE: All required forms can be found at <http://www.massnationalguard.org/available-positions.html>