

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 **11 June 2025**.

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: Recruiters Assistant	Unit / Location: Buzzards Bay, MA (Duty location 1027 South Inner Road, 02542)
Min Grade: E1 Max Grade: E4	MOS: Immaterial
Unit POC: 1SG David R. Brownell, 774-501-7548 david.r.brownell.mil@army.mil	AGR Branch POC: Staffing NCO, 339-202-3112 nq.ma.maarnq.mbx.agr-jobs@army.mil
Salary: Full time military pay & allowances	http://www.massnationalguard.org/available-positions.html

Contingent upon availability of FY25 funding

1. QUALIFICATIONS:

- a. Permanent Technicians must have an acknowledgement approved by The Adjutant General.
- b. Service Members must not be within six months of ETS on the report day of the tour, unless waived.
- c. Service Members must meet the standards of medical readiness IAW Chapter 3, AR 40-501 or DAFMAN 48-123.
- d. Pregnant Service Members are eligible to apply and compete for FTNGD-CD opportunities.
- e. Service Members must have a Human Immune-deficiency Virus (HIV) test showing "green" in MODS (MEDPROS IMR) or ASIMS within the last 24 months.
- f. Service Members must not be under a suspension of favorable personnel actions per AR 600-8-2, Suspension of Favorable Actions, or corresponding ANG standards according to AFI 36-2502.
- g. Meets height and weight requirements in accordance with AR 600-9. The Airman must meet all corresponding ANG standards.
- h. Must not be in violation of AR 600-20 regarding participation in extremist organizations and activities (no waiver authorized). The Airman must meet all corresponding ANG standards.
- i. 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 to apply for these positions).
- j. In accordance with DoD Government Travel Charge Card Regulations dated March 2022, all DoD personnel are required to have an individual government travel card.
- k. Applicants will be required to have a passing record ACFT/ PFT within six months of packet submission beginning 1 April 2023.

2. Additional Requirements:

- a. Never been the subject of adjudication (including proceedings under the provisions of Article 15, State or Federal Uniform Code of Military Justice) or had adverse action taken by any authority for any offense that involves moral turpitude, regardless of sentence received or any offense under the State or Federal UCMJ for which confinement of two (2) years or more may be adjudicated (waiver not authorized). All Soldiers must be screened against the National Sex Offender Registry database.
- b. Have no history of domestic violence or assault, or marital, emotional, or major medical problems that would hamper performance on recruiting duty (waiver authorized).
- c. Must meet the screening requirements identified in Army Directive 2018-16, Suitability Criteria for Military Personnel in Specified Positions. Recruiting and Retention Commander's will validate that the Soldier has met all screening requirements as directed to perform a direct recruiting function that

supports the accomplishment of the recruiting mission. Applicants applying for SUITABILITY positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program.

After State Level Checks have come back favorable, selected applicants will be hired in a temporary ADOS status until NGB Level Checks come back favorable.

- Must not have a Type I or Type II Offense (See HQDA EXORD 193-14, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results after completing a DD Form 369
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.

Must have favorable results from:

- Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program
- e. As part of the screening and selection process, recruiter candidates must have favorable National Agency Checks with Local Record and Credit Checks (NACLC); results are verified by the RRC during the evaluation process. This serves as clarification screening described in AR 614-200.
- f. Selected Soldier must be financially stable, have not filed a petition claiming bankruptcy within the last three (3) years, and not currently be responsible for making any payments as a result of any such action.
- g. A medical record review is conducted to verify the Soldier has an Army Physical Profile Serial System code of "1" for psychiatric and no indication of derogatory information.

3. DUTIES AND RESPONSIBILITIES:

- a. Operate and maintain various pieces of Recruiting and Retention equipment.
- b. Operate a GSA vehicle and transport applicants, new soldiers, and shippers to various locations across the State.
- c. Interact with the general public and assist in generating leads for Recruiters across the state.
- d. Be able to work in small teams or independently while assisting Recruiting and Retention NCOs with accessing new applicants into the MAARNG.
- e. Basic knowledge of Microsoft Office.
- f. Must possess strong organizational skills.
- g. Ability to solve potential problems that may arise throughout the workday.
- h. Other duties as assigned.

4. APPLICATION PROCEDURES: ALL APPLICANTS will submit:

- a. A copy of this Vacancy Announcement.
- b. FTNGD Checklist (dated 1 October 2025).

It is the Applicant's responsibility to submit a 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 (ng.ma.maarng.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: Bulletin Number, Title of Position, and Applicant's Name.**

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

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>

<https://armyeitaas.sharepoint-mil.us/:f:/r/teams/AGRFTNGD-OSCareerOpportunities/Shared%20Documents/General?csf=1&web=1&e=ol9J8S>