

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

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

**AMENDED**

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.

<b>Position:</b> Human Resources Specialist	<b>Unit / Location:</b> JFHQ, G1, Hanscom AFB, MA 01731
<b>Min Grade:</b> E3 <b>Max Grade:</b> E6	<b>MOS:</b> Immaterial
<b>Unit POC:</b> SFC Larain Budka, 339-202-3153 <a href="mailto:larain.h.budka.mil@army.mil">larain.h.budka.mil@army.mil</a>	<b>AGR Branch POC:</b> Staffing NCO, 339-202-3112 <a href="mailto:ng.ma.maarnq.mbx.agr-jobs@army.mil">ng.ma.maarnq.mbx.agr-jobs@army.mil</a>
<b>Salary:</b> Full time military pay & allowances	<a href="http://www.massnationalguard.org/available-positions.html">http://www.massnationalguard.org/available-positions.html</a>

\*Contingent upon availability of FY23 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 ADOS/FTNGDOS orders that may cause the member to exceed 1,825 cumulative days (5 years) as a result of this duty within the preceding 6 year window.
- c. 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.
- d. Is not a Permanent Technician or AGR (Technicians must attain an acknowledgement approved by the Adjutant General).
- e. Is not within six months of ETS on the report day of the tour, unless waived.
- f. Must meet the standards of medical readiness IAW Chapter 3, AR 40-501.
- g. Soldier is within commuting distance of the assigned duty station.
- h. If female, must have a NEGATIVE pregnancy test within 15 days of order start date.
- i. Must have a Human immune-deficiency virus (HIV) showing "green" in MODS (MEDPROS IMR) within the last 24 months.
- j. Not under a suspension of favorable personnel actions per AR 600-8-2, Suspension of Favorable Actions.
- k. Meets height and weight requirements in accordance with AR 600-9.
- l. Must not be in violation of AR 600-20 regarding participation in extremist organizations and activities (no waiver authorized).
- m. NACL/Tier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACL/tier 3 investigation or higher, are not eligible for appointment to these positions).

**2. ADDITIONAL REQUIREMENTS:**

- Experience with Army Personnel Systems to include but not limited to Integrated Personnel Pay System-Army (IPPS-A), Interactive Personnel Electronic Records Management System (iPERMS), Transition Processing (TRANSPROC) is preferred.

**3. 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 ([ng.ma.maarng.mbx.agr-jobs@army.mil](mailto: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: Announcement Number, Title of Position and Applicant's Name.

ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS

**4. DUTIES AND RESPONSIBILITIES:**

Support and maintain the implementation of the Integrated Personnel and Pay System – Army (IPPS-A) in the areas of data migration, testing, training, change management, and continued implementation of the system. Assist in identifying data errors and omissions from legacy systems to IPPS-A. Communicates current HR policies and procedures with Major Subordinate Commands. Manages personnel files and records IAW governing regulations and policies. Perform other duties as assigned.

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

NOTE: All required forms are accessible online: <http://www.massnationalguard.org/available-positions.html>