

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

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

EXPIRES: 11 June 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 ARMY NATIONWIDE.** **The hiring of this position is contingent upon the availability of AGR resources and funding in the NGB FY17 authorizations voucher.**

AGR Branch will accept applications until **1400 hours 11 June 2017.**

Position: Readiness NCO	Location: 65 th Press Camp Headquarters, West Newton, MA
Max Rank: SFC Min Rank: SSG	MOS: 46Z
Unit POC: LTC Carl C. Gramstorff, 339-202-5202 carl.c.gramstorff.mil@mail.mil	AGR Branch POC: SSG Amy Conti 339-202-3112 Applications are accepted as one 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 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.

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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 SECRET security clearance within 12 months.

3. APPLICATION PROCEDURES:

a. ALL APPLICANTS will submit:

1) A copy of this announcement.

2) NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position - 20131111) completed and signed. Attach additional sheets of information, if necessary.

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

4) Class A DA photo taken within the past 12 months (a Polaroid type photo in Class A uniform is not acceptable). If a recent photo was taken, you may be able to locate a copy on IPERMS.

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) A copy of an Enlisted Records Brief (ERB) within the last 12 months.

9) A filled out 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

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; 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**

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4. JOB DESCRIPTION:

Serves as the principle advisor to the Commander on the full-time readiness, training, personnel, and mobilization requirements for the 65th Press Camp Headquarters. Updates and maintains the unit mobilization and movement plans including the preparation and submission of required reports, clearances, and rosters.

Advises the Commander on training, logistics, personnel, and unit mobilization readiness requirements. Position requires knowledge of the Automated Fund Control Orders System (AFCOS), the Digital Training Management System (DTMS), Army Training Requirements, and Resources System (ATTRS). Must have a basic understanding of computer operations, computer system organization, and Microsoft Office programs.

Obtains all required data for the Unit Status Report (USR) and assists the Commander and First Sergeant in preparing readiness reports as prescribed by AR 220- 1. Works directly with the Company Commander and First Sergeant in planning, resourcing, executing and documenting training events at the company level.

Responsible for submitting and tracking numerous training support requests for Inactive Duty Training (IDT) and Annual Training (AT) missions. Submits and tracks numerous military school training requests for initial and continuous training. Supervises the duties performed by other full-time personnel. Drafts training schedules and risk assessments for approval in compliance with command guidance, policies, and directives/publications of higher headquarters.

Maintains direct communication with training and mobilization personnel at the next higher headquarters. Maintains files associated with readiness, training, and administrative duties. Supervises the development and monitoring of MOS qualification and sustainment training programs. Advises unit personnel on military education requirements and prepares applications through the Army Training Requirements and Resources System (ATTRS). Assists the Commander in formulating projections and forecasts through ATTRS Funding Allocation Model (AFAM).

Responsible for the overall supervision and processing of all unit pay (IDT, AT and SAD), personnel, and administrative activities. Follows established procedures and SOPs for resolution of all personnel and training matters. Establishes and maintains personal proficiency in all administrative, financial, training, personnel, and supply procedures.

Indexes, verifies, and performs quality control functions in the Interactive Personnel Electronic Records Management System (iPERMS).

Assists in the submission of Military Personnel Office Orders (MILPO) orders requests and other Reserve Component Automation System (RCAS) related areas.

Prepares and updates DD Form 93's and SGLV's. Processes NCOERs, OERs, and awards while resolving errors. Reviews and processes Officer Promotions and automated advancements.

Prepares, inspects, and submits extensions and supporting documents. Assists in processing of separation packets. Prepares, reviews, and submits documents related to the suspension of favorable actions. Advises the Commander and First Sergeant on current regulations, policies, and procedures pertaining to personnel functions. Prepares letters, memorandums, and any other required documentation. Facilitates suspense dates required by the Troop Command.

Performs other duties as assigned.

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

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