

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

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

AMENDED

EXPIRES: 28 April 2017

1. ELIGIBILITY. 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 #09-014 (FTNGDOS). This position is open to **ALL Soldiers IN THE MA ARNG of the specified rank who meet the requirements and competencies listed in the bulletin.** AGR Branch (NGMA-PEO-AGR) will accept applications until **1400 on 28 April 2017**

Position: Mobil Event Team (MET) Team Leader	Location: Recruiting and Retention Battalion, JFHQ-MA, Hanscom, AFB
Grade/Rank: E5/SGT	MOS/AOC: Immaterial
Unit POC: SFC Geoffrey Allen, 339-202-9008 geoffrey.d.allen.mil@mail.mil	AGR Branch POC: SFC Vanessa Robinson-Jones 339-202-3184 Applications accepted in a single file attachment by email ONLY: ng.ma.maarnng.mbx.agr-jobs@mail.mil
Salary: Full-time Military Pay & Allowances	Web Site: http://www.thenationsfirst.org/available-positions.html

Contingent upon availability of FY17 funding*
ADOS tour will not exceed past 1,095 cumulative days

2. QUALIFICATIONS:

- a. Soldier will not qualify for sanctuary as a result of the operational support order unless a waiver for through ARNG-HRH and approved by DARNG prior to the issuance of the order.
- b. Soldier is not currently serving on other ADOS/FTNGDOS orders that may cause the member to exceed 1,095 cumulative days (3 years) as a result of this duty within the preceding 4 year window.
- c. Soldier is not currently serving on other FTNGDOS orders that may cause the member to exceed 2190 days (6yrs) as a result of this duty that would qualify for separation pay.
- d. Soldier is not a Permanent Technician or AGR (must attain waiver approved by the Adjutant General).
- e. Soldier is not within six months of ETS on the report day of the tour, unless waived.
- f. Soldier must meet the medical retention standards IAW Chapter 3, AR 40-501.
- g. Soldier is within commuting distance of the assigned duty station.
- h. Soldier, if female, must have a NEGATIVE pregnancy test within 15 days of order start date.

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- i. Soldier must have a Human immune-deficiency virus (HIV) showing “green” in MODS (MEDPROS IMR) within the last 24 months.
- j. Soldier is 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. Applicant must be able to pass a Positions of Significant Trust and Authority (POSTA) screening.
- m. Must have a valid civilian driver’s license.

3. APPLICATION PROCEDURES:

a. ALL APPLICANTS will submit:

- (1) A copy of this announcement.
- (2) Completed FTNGDOS Checklist.
- (3) Statement from the Full-time Commander/AO/Directorate:
 - Soldier meets the height/weight standards.
 - Soldier is not flagged and is within good standing.
- (4) A filled out Standard Form 181 Race and National Origin Identification (dated August 2005).
- (5) Memorandum of understanding and concurrence from Commander.
- (6) Pre-Employment Reference Check.

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

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

Any documentation missing requires a letter regarding the circumstances be enclosed in the application packet.

b. Applicants will then forward the completed packet thru their Chain of Command (CoC) for required documents and endorsement. The Major Sub-Command S1's will forward the completed packet to the AGR Jobs inbox. **In order to meet the submission deadline (Expiration date), allow your units at least 15 days to obtain documents pertaining to your packet thru the CoC. Do not send the request to your unit on the expiration date as this will not meet the 1400 deadline. ** Applications are accepted as one single file attachment via **EMAIL ONLY (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:

The Mobile Event Team (MET) is a Recruiting and Retention Non Commissioned Officer (RRNCO) support package within the S-5 Marketing Section – Recruiting & Retention Battalion of the Massachusetts Army National Guard. The MET maintains, manages, and deploys marketing assets in support of the RRNCO, community, and any unit events relating to the Recruiting and Retention Battalion's accession and retention missions. These assets consist of GSA vehicles, trailers, interactive displays, educational programs, physical fitness equipment, games, advertising materials, power supplies, Recruiting and Retention Promotional Items, and additional support equipment. The Recruiting and Retention Battalion's S-5 Marketing Section is currently looking for ADOS support to fill the role as Mobile Event Team Leader. Duties and responsibilities include:

- Supervise and Train Mobile Event Team members
- Maintain and keep Mobile Event Team assets in excellent condition
- Scheduling GSA vehicle repair and maintenance
- Receive and approve Mobile Event Team requests
- Scheduling of Mobile Event Team assets and personnel
- Management of S-5 Marketing Section's promotional items and inventory
- Working scheduled events as required
- Update event and lead tracking spreadsheets as needed

Special Skills:

- Basic Knowledge of Microsoft Office.

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

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