

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

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

EXPIRES: 27 June 2017

1. ELIGIBILITY:

Applications are currently being accepted for the following position in the Massachusetts Army National Guard under the provisions of 10 USC 681, Title 32 Section 502. This position is open to **ALL AVAILABLE WARRANT OFFICERS / ELIGIBLE ENLISTED SOLDIERS IN THE MASSACHUSETTS ARMY NATIONAL GUARD. The hiring of this position is contingent upon the availability of AGR resources and funding in the NGB FY17 authorizations voucher.** AGR Branch (NGMA-PEO-AGR) will accept applications until 1400hrs on 27 June 2017 (*four month advertisement*).

Position: Human Resources Technician	Location: Various Troop Command, Brigade, and Battalion Locations
Max Grade: CW2/W2 Min Grade: WO1 Enlisted Grades with a WO Certificate of Eligibility for MOS 420A or an approved Adjutant General Corps predetermination for MOS 420A may apply.	MOS/AOC: 420A
Unit POC: CW5 Jay Vincent, 339-202-3104	AGR Branch POC: SSG Amy Conti 339-202-3112 Applications are accepted as one PDF file attachment via email ONLY to the following address: ng.ma.maarng.mbx.agr-jobs@mail.mil
Salary: Full-time Military Pay & Allowances	Web Site: http://www.thenationsfirst.org/available-positions.html

2. QUALIFICATIONS:

Warrant Officer Applicants must be qualified in the MOS 420A or scheduled for the AG Warrant Officer Basic Course. Enlisted Soldiers must be predetermined by the U.S. Army Adjutant General Corps for MOS 420A and be prepared to be appointed through the State’s Federal Recognition Board as a WOC. A selected enlisted Soldier must complete the Warrant Officer Candidate School (WOCS) Resident or Massachusetts Regional Training Institute (RTI) WOCS within one year of appointment to this position. A selected enlisted Soldier must also complete the active component WO Basic Course for WO MOS 420A within two years of appointment as a WO1. Failure to meet any of these education requirements will result in release from the AGR program as identified in AR 135-18 or possible reassignment to a valid enlisted position if the State leadership decides to retain the Soldier as an AGR and the State will not exceed its full time support end strength.

a. Accessions into the AGR Program require the following Medical Fitness Standards:

(1) Soldier must have a favorable enlistment or 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. They are not required to complete an additional PHA.

(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.

b. AGR personnel may not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

c. Applicants must have sufficient time remaining on current enlistment to permit the completion of the initial three (3) year tour of duty or must be willing to extend.

d. 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).

e. 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 an SPMD position with a different position number.

f. Soldier must possess a current Secret security clearance.

g. Applicants must possess a valid state driver’s license and be qualified to operate a GSA leased vehicle.

h. Soldiers cannot apply if currently having a Suspension of Favorable Personnel Actions (FLAGGED).

i. Selected individual must complete a minimum 18 month AGR tour before applying for another AGR position.

j. Enlisted Soldiers wanting to apply must meet all WO administrative requirements, have a proponent approved 420A WO Predetermination Packet. Enlisted Soldiers must coordinate with the Recruiting and Retention Battalion Warrant Officer Strength Manager (WOSM). Predetermination packets that are not completed and submitted to the WOSM within 30 days of this announcement risk not being approved by the closing of this announcement.

Note: Before applying for any AGR position, please talk to the State Incentive Manager in regards to Incentives Termination/Recoupment Rules.

3. APPLICATION PROCEDURES:

- 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) showing the passing of the standard 3 event APFT within the last 6 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:
 - Applicant meets the height / weight standards.
 - Applicant is not flagged and is within good standing.
- 6) Certificate of Release or Discharge (DD Form 214, DD Form 220(s) and any accompanying DD Form 215(s) if applicable).
- 7) Current Retirement Points Accounting Management (RPAM) Statement (NGB Form 23B (Army National Guard Retirement Points History Statement)). For other services, equivalent retirement points statement.
- 8) DD Form 1506 (Statement of Service).
- 9) Last five OERs/NCOERs (if applicable)
- 10) Certified Officer Record Brief (ORB) / Enlisted Record Brief (ERB) within the last 12 months.
- 11) A filled out Standard Form 181 Race and National Origin Identification (dated August 2005).
- 12) 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.
- 13) Proponent approved WO Predetermination memo (enlisted Soldiers only)
- 14) Security Clearance Verification Memorandum (signed by CDR or RNCO)
- 15) Memo validating Soldier has an approved Chapter 2 physical (*enlisted Soldiers only*)
- 16) 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 / additional documentation requires a letter of justification regarding the circumstances and must be enclosed in the application packet.

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Applicants 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.

4. JOB DESCRIPTION:

The HR technician performs the following duties and responsibilities:

- Serves as the full time adjutant
- Serves as the HR technical expert for all HR systems, regulations, and staff assistance visits and inspections.
- Advises the S-1/AO/Commander on planning and executing HR support.
- Ensures HR support is properly coordinated and executed IAW the policies, procedures, and timelines prescribed by the State, NGB, DA G-1, HRC, and higher headquarters.
- Provides HR systems oversight and ensures HR databases are updated in a timely manner and are accurate.
- Monitors HR metrics in the Director's Personnel Readiness Overview.
- Supervises the timely execution of personnel data reconciliation.
- Reviews and processes HR personnel actions and essential personnel services prepared by the unit and, if required, subordinate S-1s.
- Ensures personnel readiness management, personnel accountability, strength reporting and personnel information management functions and tasks are completed accurately and timely.
- Supervises Army Military Human Resource Record management for the organization.
- Ensures completion of annual finance and personnel records reviews using the Records Review Tool in the Interactive Personnel Electronic Records Management System (iPERMS).
- Ensures regulatory guidance is applied and enforced for HR actions.
- Determines user roles and grants system access; manages permission levels to HR systems; resolves and reconciles discrepancies in databases; and manages PIM hierarchy.
- Establishes and maintains coordination with external HR and financial management sections.
- Assists with the coordination and management of full time personnel requirements and assignment of personnel.
- Coordinates all staff assistance visits and command inspections.
- Provides HR training as required to S-1 personnel and subordinate S-1 and readiness personnel.
- Provides HR input to OPLANs and OPORDs.
- Ensures financial entitlements and pay inquiries are coordinated or executed.
- Coordinates personnel support functions such as command interest programs.
- Ensures SOPs are established for each HR core competency and subordinate key function.

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

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