

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

**HUMAN RESOURCE OFFICE  
50 MAPLE STREET  
MILFORD, MA 01757-3604**

**NUMBER: FY05-04 (AGR) EXPIRES: 12 November 2004 DATED: 13 October 2004**

**NATIONWIDE**

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 job is open to ALL CURRENT ENLISTED SOLDIERS AND PERSONNEL ELIGIBLE FOR ENLISTMENT IN THE MAARNG. The Personnel Automated Records Center (PARC) will accept applications until **1630hrs**, 12 November 2004

<b>Position: Senior Operations NCO</b>	<b>Location: 1<sup>st</sup> Civil Support Team (WMD), 141 Speen Street Natick, MA 01760-4137</b>
<b>Max Grade: MSG/E8 Min Grade: SFC/E7</b>	<b>MOS/AOC: Immaterial</b>
<b>Unit POC: MAJ Furey (508) 233-6488</b>	<b>AGR Branch POC: SFC Pankey (508) 233-7159</b>
<b>Salary: Full-time Military Pay &amp; Allowances based on rank and time in service</b>	<b>Web Site: <a href="http://www.state.ma.us/guard">http://www.state.ma.us/guard</a></b>

Contingent Upon Availability of Funds and Resources

**2. QUALIFICATIONS:**

\* a. **AGR soldiers currently in the MAARNG who are MSG/E8 will take their resource with them if selected for this position. All others will be hired as SFC/E7 and placed on the waiting list for a MSG/E8 position.**

b. Individual selected will be militarily assigned to the unit and will be placed in the required duty position.

c. To enter into the AGR Title 10/32 Program, a Chapter 3 examination will be completed in accordance with AR 40-501 (Standards of Medical Fitness) within 24 months prior to the first day of an active duty tour. This examination is to be accomplished at an Active Army MEDDAC, MEDCEN or MEPS; if the examination is older than six months, a DA Form 7349 (Initial Medical Review/Annual Medical Certificate) with review by the State/Territory Surgeon or Health Care Provider designee (physician, physician assistant or nurse practitioner) will be accomplished within 60 days prior to the first day of duty to assure that Chapter 3 standards continue to be met.

d. Female applicants must take a pregnancy test within 30 days prior to the first day of the AGR Tour.

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

f. 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.

g. Individuals entering into their initial AGR Tour must be able to serve at least (3) years in an active military status IAW AR135-18, chapter 2, prior to completing 18 years of Active Federal Service (AFS).

**MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

h. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with for a different SPMD position, defined as a SPMD position with a different position number.

i. Eligible applicants not currently AGR must meet the requirements contained in Chapter 2, NGR 600-5, dated 20 Feb 90. Any falsification of the eligibility requirements will result in non-consideration for appointment, or if appointed, will be released from the AGR program.

j. Applicants must possess a state drivers license and be qualified to operate military vehicles organic to the unit.

k. Applicants must live or be willing to move within a fifty mile radius of the duty station.

l. Applicants are required to attend military and civilian certification courses to perform job description duties.

### 3. APPLICATION PROCEDURES:

a. ALL APPLICANTS will submit, as a minimum, a copy of this announcement.

1. NGB Form 34-1 completed and signed.

2. Photocopy of the most current DA Form 705 (APFT Score Card).

3. Class A DA photo taken within the past 12 months (a Polaroid type photo in Class A uniform is *not* acceptable).

4. Statement from the commander/supervisor-stating soldier meets height/weight/body fat requirements and is not enrolled in the weight control program.

5. A copy of his/her (Medical) SF 88 and 93, or DD 2807, DD 2808 (Report of Medical Exam & Report of Medical History). To request these forms, soldier will submit a DA Form 543-R (Request for Records) to the MAARNG Medical Command by Fax (781) 377-1088; please include a return Fax number (there is a 5 to 7 day turn-around for the request).

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

b. ALL APPLICANTS will then forward the above paperwork to **JFHQ, Milford, ATTN: PARC, 50 Maple Street, Milford, MA 01757-3604** or schedule an appointment with: Customer Service: 508-233-6772. Personnel Automated Record Center (PARC) attaches:

1. a certified copy of DA Form 2-1

2. a copy of Retirement Point Accounting Management (RPAM) NGB 23B

3. DD Form 214s and NGB Form 22s

4. Copies of last 5 NCOERs or 5 OERs which ever is applicable. PARC then forwards the completed packet to HRO/AGR Branch. The President of the Board will contact qualified applicants for an interview. All applicants will be notified in writing within 30 days after the selection board

### 4. JOB DESCRIPTION:

a. Serves as the 1<sup>st</sup> CST (WMD) NCOIC. Manages the enlisted force. Provides enlisted leadership, career management and training guidance. Resolves enlisted force issues impacting the 1<sup>st</sup> CST readiness.

b. Manages NCO Education and the Enlisted Promotion Points System.

- c. Advises the Commander of enlisted and NCO issues, statuses and prepares the unit NCO education order of merit list.
- d. Assists with 1<sup>st</sup> CST TOC operations, to include preparing operation orders and plans. Responsible for TOC organization and supervision. Establishes the unit foot print, prepares and maintains site safety plans. Prepares and submits required reports.
- e. Coordinates unit training events.
- f. When directed, meets with civilian, first responder and military groups to brief CST concept, organization, mission and provides WMD training.
- g. Assists with the development of the YTC and unit training schedules.
- h. Advises the Commander on unit personnel availability and scheduling.
- i. Implements CST personnel management policies.
- j. Assists with development and review of unit SOPs.
- k. Performs all operational tasks while wearing appropriate level of Personnel Protective Equipment (PPE).
- l. Assists with establishing and maintaining the unit decontamination line.
- m. Tracks and coordinates unit team member required training through ATRRS and other NGB school management sources.
- n. Prepares and maintains unit duty rosters.
- o. Actively participates in all aspects of mission planning and execution to include Mission Briefing, Mission Conduct and AAR's.
- p. Performs all other duties as assigned.