

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

**Amended**

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

AGR Branch will accept applications until **18 April 2024**.

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> Health Services Support Administrative Assistant	<b>Unit / Location:</b> HSS, 59 Grenier St. Building 1507. Hanscom AFB, MA 01731
<b>Min Grade:</b> E5 <b>Max Grade:</b> E5	<b>MOS:</b> Immaterial
<b>Unit POC:</b> CW3 Jennifer Raymond, 339-202-4011 <a href="mailto:jennifer.c.raymond2.mil@army.mil">jennifer.c.raymond2.mil@army.mil</a>	<b>AGR Branch POC:</b> Staffing NCO, 339-202-3112 <a href="mailto:ng.ma.maarng.mbx.agr-jobs@army.mil">ng.ma.maarng.mbx.agr-jobs@army.mil</a>
Salary: 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 FY24 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 1,095 cumulative days (3 years) as a result of this duty within the preceding 4 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. Pregnant Soldiers are eligible to apply and compete for ADOS opportunities.
- 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. NACLCT/Tier 3 Investigation (Soldiers with a current revoked, denied, no determination made, or suspended security clearance, who failed to attain or maintain favorable NACLCT/tier 3 investigation or higher, are not eligible to apply for these positions).
- n. In accordance with DoD Government Travel Charge Card Regulations dated March 2022, all DoD personnel are required to have an individual government travel card.
- o. Applicants will be required to have a passing record ACFT within six months of packet submission beginning 1 April 2023.

## 2. APPLICATION PROCEDURES: ALL APPLICANTS will submit:

- A copy of this announcement
- FTNGD Checklist (dated 1 October 23)

**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 ([nq.ma.maarng.mbx.agr-jobs@army.mil](mailto:nq.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

**3. DUTIES AND RESPONSIBILITIES: (Note: This is an administrative position, not a medical position)**

- a. Assist in processing and preparation of Medical Evaluation Boards (MEB) and Physical Evaluation Boards (PEB) for Soldiers entering the Integrated Disability Evaluation System (IDES) process.
- b. Prepares correspondence (letters and memorandums) for medical referrals and other required documentation.
- c. Reviews submitted IDES packets and identifies discrepancies/corrections needed.
- d. Assists in indexing and verifying medical information.
- e. Assists with LOD review
- f. Assists with medical billing
- g. Must be HIPAA compliant
- h. Additional duties as assigned

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

NOTE: All required forms can be found at <http://www.massnationalguard.org/available-positions.html>

<https://armyeitaas.sharepoint-mil.us/:f:/r/teams/AGRFTNGD-OSCareerOpportunities/Shared%20Documents/General?csf=1&web=1&e=ol9J8S>