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 ENLISTED MEMBERS 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 31 January 2016.

<table>
<thead>
<tr>
<th>Position: State Resilience Coordinator</th>
<th>Location: JFHQ, MA HANSCOM, AFB</th>
</tr>
</thead>
<tbody>
<tr>
<td>Max Rank: 1LT/CPT</td>
<td>MOS/AOC: Immaterial</td>
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<tr>
<td>Min Rank: SFC/MSG</td>
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<tr>
<td>Unit POC: MAJ Timothy Sawyer</td>
<td>AGR Branch POC: SFC James Adonis</td>
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<tr>
<td></td>
<td>339-202-3167 or SSG Amy Conti</td>
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<td>339-202-3112</td>
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<td><a href="mailto:ng.ma.maarng.mbx.agr-jobs@mail.mil">ng.ma.maarng.mbx.agr-jobs@mail.mil</a></td>
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<tr>
<td></td>
<td>Applications accepted in a single file attachment by email ONLY.</td>
</tr>
</tbody>
</table>

*Contingent upon availability of FY16 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 DARNF 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 6 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.
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. Members selected for ADOS tours may be required to transfer to the 26th MEB.

m. Frequent travel may be required.

3. APPLICATION PROCEDURES:

a. **ALL APPLICANTS will submit:**
   1. A copy of this announcement.
   2. DA Form 1058-R (JUL 2010)
   3. NGB Form 1058-IR (JUL 02) and GO Letter of Acknowledgement if over 1,095 rule (if applicable)
   4. Photocopy of the most current DA Form 705 (APFT Score Card) within the last 6 months.

Soldier will not receive ADOS orders if APFT is outside a 6-month window.

5. Statement from the Commander/supervisor stating Soldier meets height/weight/body fat requirements and not currently enrolled in the weight control program.


7. Retirement Points Accounting Statement NGB 23A (RPAS)

8. Current MEDPROS IMR with current PHA date, PULHES and HIV (current within 2 years).

9. Applicant Personal Qualification Record (PQR) showing current home of record.

10. ATTRS Screen (for military schooling in excess of 15 days) and AFCOS Orders Query (for determining separation pay), if applicable.

11. Security Clearance Memo (signed by unit CDR or representative).

12. Memorandum of understanding and concurrence from Commander.

13. Pre-Employment Reference Check (ADOS tours over 30 days).

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

b. Applicants will then forward the completed packet to AGR Branch. 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.

MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
ALLOW YOURSELF AMPLE TIME TO COMPLETE ALL OF THE ABOVE ACTIONS IF AN APPLICATION IS MISSING ANY OF THE REQUIRED DOCUMENTS ABOVE, IT WILL BE RETURNED WITHOUT ACTION.

4. JOB DESCRIPTION:

a. The Resilience Coordinator (RC) is the single point of contact (POC) between the ARNG Resilience Branch (ARNG-HRS-R) and the state/territory JFHQ leadership. Each state/territory’s RC and applicable team of assistants will manage the MRT population, coordinate training within the state/territory, and manage Resilience Trainer Assistant (RTA) training. Selectees must be willing to become MRT qualified and should be Non-Commissioned Officers E-7/E-8, Warrant Officers CW2/CW3 or O-2/O-3 with no collateral duties.

b. RCs should accomplish the following in order to meet ARNG (ARNG) resilience program goals:

1) Ensure every Soldier within the state/territory, regardless of status, receives a minimum of two hours of resilience training per quarter.

2) Facilitate the flow of information on resilience training and doctrine within the state/territory, as well as between the state/territory and ARNG-HRS-R.

3) Serve as the subject matter expert on resilience for The Adjutant General (TAG) and participate in various health promotion task forces and initiatives, such as the Community Health Promotion Council (CHPC).

4) Manage and track the training of subordinate unit MRTs/RTAs, both projected and trained.

5) Monitor the MRT and RTA production rates against the annual mission and MRT end-strength requirement.

c. Ensure maximum participation in MRT Courses, with a focus on:

1) Facilitating the planning of MRT Course attendance within the state/territory, and immediately informing ARNG-HRS-R of any issues or shortfalls. (Emphasis should be place on mobilizing/deploying units.)

2) Ensuring all seat allocations are filled and an Order of Merit List (OML) is maintained in the event seats become available or reservations have to be canceled.
3) Screening all Soldiers selected to attend MRT training prior to course attendance to ensure that each Soldier possesses the qualities required of an MRT, the ability to comprehend the training material, and the necessary experience to train Soldiers upon course completion.

4) Ensuring all personnel meet requirements prior to enrollment in the Army Training Requirements and Resources System (ATRRS), that Soldiers are enrolled in ATRRS 60 days prior to the course, and pre-execution checklists are completed.

5) Immediately informing ARNG-HRS-R of any MRT Course student cancellations and/or "no-shows" no later than 96 hours prior to commencement of the scheduled course.

6) Ensuring all Soldier travel and pay arrangements to attend the MRT Course are completed at least one week (7 days) prior to the start of the Course.

7) Ensuring that all completed MRT training is documented, and that the —8R— Additional Skill Identifier (ASI) is awarded to and properly recorded in the Standard Installation and Division Personnel Reporting System (SIDPERS) for Soldiers who complete the course.

d. Coordinate, conduct, and monitor RTA training within the state/territory (see attached chart for base RTA allocation model)—including Family Readiness Groups (FRGs)—with a focus on:

1) Assisting with screening all Soldiers and FRG personnel selected to attend RTA training prior to course attendance to ensure that each Soldier/FRG member possesses the qualities required of an RTA, the ability to comprehend the training material, and the necessary experience to train Soldiers and Family members upon course completion.

2) Ensuring the appropriate MRT to Student Ratio of 1:12 is maintained at all RTA training. (Note: presently only an 8R qualified MRT can conduct RTA training.)

3) Ensuring that accurate attendance rosters are obtained at all RTA training events conducted within the state/territory. At a minimum, these rosters should list the trainee’s full name, rank, last four of their SSN, unit of assignment, and their unit Readiness NCO’s name and contact information.

4) Managing and tracking all Soldiers/FRG members who complete RTA training and ensuring that their names are loaded into DTMS NLT 10 business days after completion of the RTA course.

5) Obtaining appropriate state/territory level access to Digital Training Management System (DTMS) from the state/territory DTMS manager, allowing the RC/Assistant RC to run state/territory level reports as to the number of RTAs listed in the system. (Paramount: This is the only way ARNG-HRS-R can accurately track RTA course completion statistics.)

6) Ensuring that RTA training certificates are awarded to Soldiers/FRG members who complete the course.
e. Provide a weekly state/territory report on Soldiers who have completed the MRT and RTA Courses to ARNG-HRS-R, as well as submit reports and information as required and upon request.

f. Provide Deployment Cycle Support (DCS) requirements and help coordinate external agency support within DCS activities.

g. Coordinate and monitor Global Assessment Tool (GAT) completion—the GAT is a snapshot of an individual’s psychological health along five dimensions (social, emotional, spiritual, physical, and Family fitness)—within the state/territory, and:

1) Emphasize and promote the importance of the GAT for Soldiers and their Family members to state/territory and unit leadership.

2) Encourage every Soldier to take the GAT annually, particularly prior to and after a mobilization/deployment.

3) Provide background information/insight to Soldiers and their Family members on the GAT and Soldier Fitness Tracker (SFT), and how these tools impact their lives in regards to the breakdown of GAT dimensions and categories.

4) Duties to include but not limited to: Provide clerical/administrative support (printing and duplication, publication and forms management, maintaining files and reference library, receipt and distribution of mail, proper storage of documents, managing online folders); providing accurate and timely handling of correspondence and messages; preparing memorandums, letters, and other written correspondence; publishing documents using Microsoft Office, screening incoming correspondence and managing suspense dates and follow-up for supervisors, reviewing all outgoing correspondence for format and accuracy, scheduling appointments/meetings with outside agencies, and other additional duties as assigned or needed.

Applicants should possess strong writing and interpersonal skills. Applicants should also be comfortable with interacting with those higher in rank/grade and with personnel from outside civilian agencies. Position will require extended hours of operation to include evenings and weekends when necessary.

5. SPECIAL REQUIREMENTS:

Must be a willing to become a Master Resilience Trainer.

a) Once hired must become HIPAA Certified.

b) Once hired must gain access to ATRRS and DTMS.

c) Once hired must attend Fiscal Law and Resource Management courses within one year of becoming activity manager of Resilience funds.

d) Requirement to continue attendance at IDT/IAD and AT while on FTNGDCD.
e) Status of funding from year to year, orders are currently renewed every 3 months.

f) Standards of Conduct.

1) National Guard members working for the R3SP Office are required to uphold the highest standards of conduct and personal appearance.

2) Outside employment, associations and off-duty conduct/activities must be consistent with federal directives on ethics and with state and federal conflict of interest policies. Outside employment will require written approval of CDC according to para 8-25 of NGR 500-2.

g) Must have valid state driver’s license, reliable transportation, and be willing to travel as necessary.

h) Must be proficient in Microsoft Word, Excel, and PowerPoint.

1) Must be confident in giving briefings to Senior Guard officials, large audiences and reporting information to NGB.

Please check [http://www.thenationsfirst.org/available-positions.html](http://www.thenationsfirst.org/available-positions.html) for updates on job announcements.