

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

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

NUMBER: 102-17-10 (AGR)

EXPIRES: 20 MARCH 2017

DATED: 16 FEBRUARY 2017

ELIGIBILITY: The following AGR tour is available to all currently qualified onboard AGR personnel holding the 3A171 AFSC assigned to the 102 Intelligence Wing only. Applications will be accepted at the individual's servicing Military Personnel Flight (MPF) until 2359hrs on the expiration date of this announcement.

Position: ADMINISTRATION SUPERINTENDENT	Location: 102 Intelligence Wing, 158 Reilly St, Otis ANG Base, MA
Max Grade: SMSgt/E-8 Min Grade: MSgt/E-7	AFSC: 3A191
Unit POC: Colonel Christopher M. Faux; DSN 557-4669 or Comm: 508-968-4669 Email: christopher.m.faux.mil@mail.mil	AGR Branch POC: MSgt Thomas P. Dufault; DSN 557-4597 or Comm 508-968-4597 Email: thomas.p.dufault.mil@mail.mil
Salary: Full-time Military Pay & Allowances	Website: http://www.thenationsfirst.org/

CONTINGENT UPON THE AVAILABILITY OF FUNDS & RESOURCES

CONTINGENT UPON THE AVAILABILITY OF AN E-8 CONTROLLED GRADE

AUTHORITY: Individual(s) selected will be ordered to Full-Time Duty (state) status under the authority of Title 32 USC, Section 502(f) and in accordance with ANGI 36-101, The Active Guard/Reserve Program.

1. QUALIFICATIONS:

- a. Individual selected must meet the requirements of ANGI 36-101 Air National Guard Active Guard Reserve (AGR) Program, 3 June 2010, Chapter 5, Chapter 12 and Attachment 2.
- b. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards.
- c. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty.
- d. HIV test must be completed not more than six months prior to the start date of the AGR tour.
- e. Individuals on a DD Form 469, Duty Limiting Condition (DLC) Report at the time of AGR physical package evaluation will not be deemed medically qualified.
- f. Individuals may apply for an AGR tour as long as they meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to **starting** a new AGR tour.

MASSACHUSETTS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

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

- g. To accept an AGR position, an applicant's military grade **cannot exceed** the maximum military authorized grade on the UMDA and UMDG for the advertised position. Applicants who are over grade must indicate in writing a willingness to be administratively reduced in grade if selected to the position.
- h. Member must meet the fitness standards established by AFI 36-2905, Fitness Program and be able to meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher.
- i. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC.
Minimum secret clearance required or an updated clearance investigation initiated prior to AGR order.
- j. To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- k. Enlisted personnel must obtain sufficient retain ability to fulfill an AGR assignment.
- l. AGR applicants should be able to attain 20 years Total Active Federal Military Service (TAFMS) in the AGR career program. Waiver authority of this requirement is The Adjutant General (TAG).
- m. Military technicians may not convert in-place to AGR status.
- n. Members must remain in the position to which initially assigned for a minimum of 12 months.
- o. ASVAB Score must be a 47 in Admin.
- p. PME, Special Duty Application and AFSC Retraining Physical Profile Assessment; P-2; U-2; L-2; H-2; E-2; S-2

2. APPLICATION PROCEDURES:

Applicants must turn in the following:

- (1) NGB Form 34-1 <http://www.thenationsfirst.org/assets/ngb-form-34-1.pdf>
- (2) Current **Individual Records Review List (RIP)** from vMPF
- (3) Most recent **Report of Individual Fitness (with a minimum composite score of 75)** from AFFMS
- (4) **SF 181 – Ethnicity and Race Identification (Mandatory)** <http://www.thenationsfirst.org/assets/sf-181.pdf>
- (5) **AF FORM 422 (Current)**
- (6) **Last three EPRs**
- (7) **CORI documents** <http://www.thenationsfirst.org/assets/cori-request-baker--2016.pdf>
- (8) **Copy of the front and back of your driver's license**
- (9) **Pre Employment Reference Check Form** <http://www.thenationsfirst.org/assets/pre-employment-reference-check.pdf>

- a. Please submit all documentation requested for consideration to the HRO AGR Branch (MSgt Thomas Dufault). The application documentation can be scanned and E mailed, faxed, or delivered in hand. Applications must arrive to the HRO Remote Designee **NO LATER THAN 2359 HOURS ON THE EXPIRATION DATE OF THE BULLETIN**. Any applications that are received after 2359 hrs on the expiration date will be returned without action. **APPLICATIONS SENT DIRECTLY TO THE HRO WILL BE RETURNED WITHOUT ACTION.**
- b. The HR Designee (MSgt Dufault) will certify that the applicant is/is not eligible in accordance with ANGI 36-101. Non-qualified applicants will be notified as soon as possible after receipt of their application by the HRO. All other applicants will be notified within 30 days after the completion of the selection board.

3. JOB DESCRIPTION:

- a) Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. Also performs various administrative functions in support of military and civilian leaders, including calendar management, and meeting support. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures unit publications and forms are formatted, coordinated, and made available to customers.
- b) Human Resources. Provides administrative support for organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.
- c) Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates gifts, and manages guest lists.
- d) Postal and Official Mail. Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS). Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.

4. SPECIALTY QUALIFICATIONS:

- a) Knowledge. Knowledge is mandatory of: office management policies, technologies, and procedures; administrative support for personnel and manpower programs; executive support processes and responsibilities; postal and mail policies and procedures.
- b) Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Courses in business, English composition, computer software, and keyboarding are desirable.
- c) Experience. The following experience is mandatory for award of the AFSC indicated:
3A191. Qualification in and possession of AFSC 3A171. Experience managing and directing administrative functions.
- d) For award and retention of this AFSC, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.