



**DEPARTMENT OF THE AIR FORCE
MASSACHUSETTS NATIONAL GUARD**

Human Resources Office
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Hanscom AFB, Massachusetts 01731-3001



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #102-XX-XX

OPEN DATE: 18 Jan 2024

EXPIRATION DATE: 17 Feb 2024

Open To: The following AGR tour is available Nationwide to those holding the 14N3 AFSC.

Number of Positions:	One
Position Title:	Intelligence Officer – Director of Operations
Unit/Duty Location:	202d Intelligence Support Squadron / 165 Izzea Street, Otis ANGB, MA
Minimum/Maximum Grade Authorized:	Maj O-4 / Lt Col O-5
Duty AFSC:	B14N3
Required ASVAB:	N/A
Security Clearance:	TS/SCI with CI Polygraph
PULHES:	P=3, U=3, L=3, H=2, E=3, S=1

POC: Lt Col Alina Myers (508) 968-7676, email: alina.myers@us.af.mil

HRO Remote: Kimberly E. Brown (508) 968-4597, email kimberly.brown.40@us.af.mil

SPECIALTY SUMMARY:

Director of Operations for a 41-Airman intelligence support squadron located within the 202d Intelligence, Surveillance, & Reconnaissance Group (ISRG). Directs/manages squadron functions/activities supporting the global cryptologic mission and enabling full-spectrum cyber operations ISO Air Force/joint/Intelligence Community partners. Executes the commander's operational objectives and is responsible for operations, training and assigned personnel. Coordinates support across NGB, NSA, 16AF, and multiple mission partners to secure resources, develop squadron operational requirements, and ensure 202d ISRG operational success. Develops/recommends tactics, techniques and procedures for unit operations. Directs squadron resource allocation and forecasts unit operational requirements. Incumbent must possess superb interpersonal and communicative skills, both oral and written; have the ability to establish and maintain effective working relationships and negotiate effectively and professionally.

DUTIES AND RESPONSIBILITIES:

- Plans, organizes, and oversees the activities of the Intelligence Support Squadron of a Cyber Intelligence, Surveillance, and Reconnaissance Group, as well as operations staff in charge of training, weapons and tactics, planning, operations management and support to computer operations.
- Exercises supervisory personnel management responsibilities.

- c. Plans work for accomplishment by subordinate flights, sets Unit operational priorities, and approves operational schedules and commitments based on mission requirements, commander's intent, organizational capabilities and customer needs
- d. Develops/publishes direction and/or guidance for subordinate flights and operations staff members in order to implement operational plans, schedules, and commitments.
- e. Reviews work and management techniques of subordinate supervisors.
- f. Develops goals and objectives that integrate organizational and commander objectives.

SPECIAL REQUIREMENTS:

- a. Knowledge: Knowledge is mandatory of intelligence fundamentals, security, analysis, communications skills, the intelligence disciplines, the intelligence community, ISR information systems, research sources and methods, the presentation of friendly forces, friendly weapons systems, adversary capabilities, ISR operations, targeting, integration, and sensing grid activities.
- b. Education: For entry education requirements see Appendix A, 14N CIP Education Matrix.
- c. Training: The following training is mandatory for award of the AFSC indicated:
 - i. 14N3: Completion of mission qualification, which includes but is not limited to IQT/MQT, mission certification, or other training deemed necessary to be considered qualified to perform assigned duties.
- d. Experience: The following experience is mandatory for award and retention of the AFSC indicated:
 - i. 14N3: Completion of a minimum of 36 months performing intelligence functions.
- e. Other: The following are mandatory as indicated:
 - i. Completion and favorable adjudication of a current Single Scope Background Investigation (SSBI) and the ability to maintain a Top Secret clearance is mandatory.
 - ii. Successfully complete and pass a Counter Intelligence (CI) polygraph test and meet all customer access eligibility requirements. Airmen unable to access mission, systems and/or facilities after 12 months of investigation/security screening will be considered for reclassification or separation.
 - iii. Maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

MINIMUM QUALIFICATION REQUIREMENTS:

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.
2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours 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.
4. Applicants who do not hold the duty AFSC for the advertised position must meet minimum ASVAB requirements.
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.

7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
12. Entry/retention requirements for AFS are outlined in the AFOCD.

LENGTH OF TOUR: Initial AGR tour orders are probationary. The probationary period will be a minimum three years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

APPLICATION REQUIREMENTS:

- ☐ 1. NGB Form 34-1, signed <https://massnationalguard.org/assets/ngb-form-34-1.pdf>
 - ☐ 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)
 - ☐ Click “Record review/Update”
 - ☐ Scroll to bottom on left hand panel click “view/print all pages”
 - ☐ A printer friendly window should pop up to print, if not, right click on page and scroll down to print
 - ☐ 3. Copy of last promotion order (OFFICERS ONLY) may be obtained from PRDA
 - ☐ 4. AF Form 422: Must be obtained and verified by Medical Group within 6 months of submission
 - ☐ 5. MyFSS Fitness Report: Current, passing within 12 months
 - ☐ 6. SF 181, Ethnicity and Race Identification <https://massnationalguard.org/assets/sf-181.pdf>
 - ☐ 7. Pre-Employment Reference Check Form <https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf> (not required for current permanent MA ANG AGRs)
 - ☐ 8. CORI, signed (not required for current permanent MA ANG AGRs) <https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf>
 - ☐ 9. Copy of driver's license, front and back (not required for current permanent MA ANG AGRs)
 - ☐ 10. Last 3 EPR/OPR ***A MFR must be submitted for any missing EPR/OPR**
 - ☐ 11. Retraining Acknowledgment Document (required for applicants who do not hold the AFSC – Contact Kimberly Brown for template)
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- ☐ Use the Wingman concept to proof read application
 - ☐ All required documents must be submitted electronically as **ONE** .pdf file to Kimberly Brown NLT 2359 on the advertisement expiration date
 - ☐ Include **ONLY** the documents listed above