



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

Human Resources Office
2 Randolph Road
Hanscom AFB, Massachusetts 01731-3001



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #102-24-39

OPEN DATE: 8 May 2024

EXPIRATION DATE: 6 June 2024

Open To: Current members of the 102d Intelligence Wing who possess a 7-level AFSC and meet all requirements below.

Number of Positions:	One (1)
Position Title:	Inspections Coordinator
Unit/Duty Location:	102 IW, Otis ANGB, MA
Minimum/Maximum Grade Authorized:	TSgt (E-6) / MSgt (E-7)
Duty AFSC:	8I100
Required ASVAB:	N/A
Security Clearance:	Minimum of Secret

POC: Mr. Scott Etler, (508) 968-7136 / DSN 557-7136, scott.etler.1@us.af.mil

HRO Remote: Ms. Kimberly Brown (508) 968-4596, email 102.IW.HRO.Org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES

PCS Authorized

Funding expected 01 October 2024

SPECIALTY SUMMARY:

Coordinates inspection actions on behalf of the 102d Intelligence Wing (102 IW) Inspector General (IG) and command for all activities related to the Air Force Inspection System. Provides feedback, support, and assistance to the 102 IW IG.

DUTIES AND RESPONSIBILITIES:

1. Involved in planning, organizing, and executing a wide range of complex activities for the Wing Commander's Inspection Program (CCIP), and the Exercise and Evaluation Program.
2. Administers the CCIP Dashboard and Commander's Inspection Management Board (CIMB).
3. Provides recommendations to the IG and Chief of Inspections regarding inspection policies, procedures, and guidelines.
4. Facilitates logistical and administrative support needed for execution of the CCIP.
5. Prepares and staffs required inspection materials to include exercise objectives, scenarios, and associated risk assessments, pre-inspection surveys, and required equipment.
6. Publishes special instructions (SPINS) for unit inspections.

7. Arranges internal inspections with unit/installation managers and IG leadership to allow commanders to control the depth, scope, and frequency of inspections.
8. Manages the Wing Inspection Team (WIT) and the Management Internal Control Toolset (MICT) during the planning, implementation, and oversight of the inspection program.
9. Ensures WIT members are prepared to conduct the CCIP and organizes the unit inspection and exercise calendar.
10. Produces written products, including but not limited to, local inspection specific schedules, memorandums, Schedule of Events (SOE), and Master Scenario Events Listings (MSEL).
11. Utilizes tools such as the Inspector General Evaluation Management System (IGEMS) and MICT to evaluate services and processes to determine mission readiness, resource utilization, the state of discipline, and effectiveness/efficiency of the program, activity, or function.
12. Instructs self-assessment training modules, trains commanders, and educates base personnel on internal assessment issues and procedures.

SPECIAL REOUIREMENTS:

1. Knowledge.
 - 1.1. Knowledge of Public Laws, Executive Orders, DoD Regulations, Air Force Instructions, and other directives related to the inspection process, to include DoD and AF administrative and inspection policies, procedures, techniques, and practices.
 - 1.2. Knowledge of Air Force readiness and compliance objectives, enlisted leadership and management concepts and their relationship to mission accomplishment is mandatory.
2. Education. Must possess a CCAF degree, or civilian equivalent, in primary AFSC and be current in all Professional Military Education commensurate with current grade.
3. Training. For retention of this SDI, completion of the Inspector General Training Course-Inspections taught by The Air Force Inspection Agency (AFIA) is mandatory within 6 months of appointment to the 8I100 position.
4. Experience. Must be the minimum grade of E-6 and currently possess a 7-level AFSC.
5. Other.
 - 5.1. For entry, and retention of the SDI, the following are mandatory as indicated:
 - 5.1.1. No Unfavorable Information File (UIF), civil convictions (other than minor traffic violations), or open IG investigations.
 - 5.1.2. Must possess current Secret (minimum) security clearance IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program.
 - 5.1.3. Recommendation by commander for Inspector General Duty.
 - 5.1.4. Demonstrated ability to prepare verbal/written reports and briefings.
 - 5.1.5. Outstanding military appearance, bearing and conduct.
 - 5.1.6. For award and retention of AFSC 8I100, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
 - 5.2. Expected tour of duty is two (2) years to three (3) years.

MINIMUM QUALIFICATION REQUIREMENTS:

1. Air National Guard, Air Force Reserve or 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 AFECD/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) – Self-Service Actions
 - Select “Personal Data”
 - Select “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
 - *For enlisted members **NOT** part of the MA ANG the AF 422 **MUST** be within 2 years
 - *For officers **NOT** part of the MA ANG **OR** commissioning opportunity the AF 422 **MUST** be within 1 year and include the following:
 - Purpose of physical: Commissioning / Officer Transfer / Officer Reappointment
 - Date of physical exam / PHA / RCPHA
 - Physical is cleared for Commission / Officer Transfer / Reappointment Statement
 - 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 HRO-Remote 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 Ms. Kimberly E. Brown NLT 2359 on the advertisement expiration date
 - Include **ONLY** the documents listed above