



**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 #102-24-56**

**OPEN DATE: 17 JULY 2024**

**EXPIRATION DATE: 17 AUGUST 2024**

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

**Number of Positions: One**  
**Position Title: SUPERVISORY INTELLIGENCE OPERATIONS SPECIALIST**  
**Unit/Duty Location: 202 ISRG / 165 Izzea Street, Otis ANGB, MA**

**Minimum/Maximum Grade Authorized: Lt Col O-5 / Lt Col O-5**  
**Duty AFSC: C14N3**  
**Required ASVAB: N/A**  
**Security Clearance: TS/SCI with CI Polygraph**  
**PULHES: None**

**POC: Col Brian McCaffrey (508) 968-7600, email: [brian.mccaffrey.2@us.af.mil](mailto:brian.mccaffrey.2@us.af.mil)**  
**HRO Remote: Kimberly E. Brown (508) 968-4597, email [102.iv.hro.org@us.af.mil](mailto:102.iv.hro.org@us.af.mil)**

**\*\*This position is the full-time Deputy Group Commander for the 202nd ISRG\*\***  
**\*PCS Authorized\***

**Position Description:**

- a. Specialty Summary: This position is located in a Intelligence, Surveillance, and Reconnaissance Group. This unit helps protect the nation's war-fighters' information, cyber mission systems, computer networks, critical infrastructure and key resources. The primary purpose of this position is to provide leadership and overall management of the facility and unit assigned; to manage and direct the planning, organizing and supervising all unit-based, near-real-time intelligence gathering, analysis, interpretation, and dissemination involving raw intelligence data derived from Intelligence Operations directed by DOD, National Security Agency (NSA), Air Intelligence Agency (AIA), United States Air Force, Theater Combatant Commanders, Major Commands, and Air National Guard (ANG) regulations. The incumbent is also responsible for coordination with the National Guard Bureau (NGB), Air Force Combat Command (ACC), 16th Air Force, active duty operational units, parent Groups, and associated joint units.
- b. Duties and Responsibilities: Plans, organizes, and oversees the activities of the intelligence unit. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promotes team building, implements quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term priorities, and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization.

Balances workload and provides overall direction and vision to the subordinate unit chiefs on a wide range of intelligence, information management and administrative issues. Establishes metric and analysis systems for units managed to assess efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources submitted by subordinate supervisors, and balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Plans and schedules work in such a manner that promotes a smooth flow and even distribution and ensures effective use of organization resources to achieve organization goals and objectives. Establishes review systems for the organization that make certain intelligence mission needs are met and validated, and that economy and quality of operations are maintained or improved. Accepts, amends, or rejects work of subordinate supervisors.

- c. Exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Selects candidates for subordinate non-supervisory and supervisory positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors and employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher-level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees. Initiates action to correct performance or conduct problems of employees directly supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates.
- d. Exercises responsibility for oversight of various unit activities and operations, including any or all of the intelligence unit functional areas of training, standardization and evaluation, development of tactics, techniques, and procedures (TTP), simulation exercises, scheduling, plans, intelligence collection and production, analysis and reporting, mission management, and mission computer systems. Accountable for all facets of unit missions. Monitors work of subordinates and reviews written reports. Formulates unit policy and gives guidance to subordinates to ensure that applicable DoD and Federal policies, procedures, and instructions are properly implemented to achieve unit operational readiness.
- e. Develops long-range training, intelligence, and deployment plans for the unit to meet training goals, higher headquarters inspection schedules, and overseas deployment requirements. Coordinates required planning and resources with other units such as theater combatant commanders, NSA, AIA, and NGB to support and implement the training and deployment plan. Directs the development of unit training goals and long range advanced planning, which include facility/equipment modernization, improvement, or replacement. Develops and oversees the development of detailed plans for accomplishment of these training goals and advanced plans.
- f. Responsible for all fiscal operations of the unit. Oversees the development of the unit budget and allocation of resources. Manages funds to ensure proper utilization and mission accomplishment. Due to the dynamic nature of the technologies used in near-real-time intelligence operations, incumbent must balance multiple factors to ensure that equipment is compatible with current airborne intelligence gathering and communications systems. Coordinates with USAF and MAJCOMs to identify trends and anticipate system upgrades to ensure functionality of intelligence systems and appropriate training for personnel.

**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. Air Force Fitness Management System II (AFFMS) 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