



**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 #102-25-08**

**OPEN DATE: 17 December 2024**

**EXPIRATION DATE: 16 January 2025**

**Open To: Current MSgts nationwide / All eligible for enlistment/assignment in the MA ANG.**

<b>Number of Positions:</b>	<b>1</b>
<b>Position Title:</b>	<b>First Sergeant</b>
<b>Unit/Duty Location:</b>	<b>101<sup>st</sup> Intelligence Squadron, Otis ANGB, MA</b>
<b>Minimum/Maximum Grade Authorized:</b>	<b>MSgt/MSgt</b>
<b>Duty AFSC:</b>	<b>8F000</b>
<b>Security Clearance:</b>	<b>TS/SCI</b>

**POC: CMSgt Daniel G Savary phone 508-968-7744, email [daniel.savary.1@us.af.mil](mailto:daniel.savary.1@us.af.mil)**

**HRO Remote: Ms. Catherine Gormley (508) 968-4596, email [102.IW.HRO.Org@us.af.mil](mailto:102.IW.HRO.Org@us.af.mil)**

**\*POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES\***

**\* Prior First Sergeant experience is preferred\***

**THIS IS A ONE TIME OCCASIONAL AGR TOUR FOR 4 YEARS.**

**\*PCS Authorized\***

**SPECIALTY SUMMARY:**

Serves as the commander's advisor and critical link for matters concerning Airmen. Supports the mission through interaction, support and management of Airmen and families. Related DoD Occupational Subgroup: 152100

**DUTIES AND RESPONSIBILITIES:**

Will serve as the critical link within a squadron for all matters concerning enlisted members. Ensures the enlisted force understands the Commander's policies, goals, and objectives. Accountable for responding to the needs of unit members 24 hours a day, 7 days a week and may, at times, be required to work long and irregular hours. Specifically, First Sergeants communicate with unit leadership, supervisors and members to ensure discipline is equitably maintained and readiness, health, morale, and welfare needs for the enlisted force are met. The First Sergeant serves as the Commander's advisor on personnel

programs, career progression, family needs, financial matters, family and lodging details. Other responsibilities as outlined in AFI 36-2113, The First Sergeant and AFH 36-2618, The Enlisted Force Structure.

### **SPECIAL REQUIREMENTS:**

Applicants must meet requirements IAW AFI 36-2113 and the Air Force Enlisted Classification Directory (AFECD), with particular emphasis on AFI 36-2903, Dress and Personal Appearance of Air Force Personnel and DAFMAN 36-2905, Fitness Program. Members must have written and verbal communication skills, able to work long and irregular hours and be able to travel frequently.

Maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

Position requires routine access to Tier 5 (T5) information, systems, or similar classified environment.

Completion and favorable adjudication of a current T5 Investigation IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program, is mandatory.

Note: Airmen unable to access mission, systems and/or facilities after 12 months of investigation/security screening will be considered for retraining or separation.

### **LENGTH OF ASSIGNMENT:**

Members selected to fill a First Sergeant position in the Air National Guard are required to serve no less than four years from the date of First Sergeant Academy (FSA) graduation. Total time for ANG First Sergeants (DSGs) is not to exceed six years in the SDI. **THIS IS A ONE TIME OCCASIONAL AGR TOUR FOR 4 YEARS.**

### **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 AFI 48-123 prior to entry on AGR duty.
3. An applicant on a medical profile may apply for AGR tours as long as 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. IAW ANGI 36-101, paragraph 4.1.6.3., Applicants for E-8 positions must have completed the Senior Noncommissioned Officer Academy to apply for the AGR position.
13. 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 Catherine Gormley NLT 2359 on the advertisement expiration date
  - Include **ONLY** the documents listed above