



**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 #102-25-13

OPEN DATE: 6 Jan 2025

EXPIRATION DATE: 5 Feb 2025

Open To: All eligible for enlistment/assignment in the MA ANG.

Number of Positions:	1
Position Title:	Special Security Representative
Unit/Duty Location:	102 ISR Group, Otis ANGB, MA
Minimum/Maximum Grade Authorized:	SSgt / MSgt
Duty AFSC:	Any AFSC- no retraining to AFSC
Required ASVAB:	**See "Minimum Qualification Requirements"***
Security Clearance:	Must have current TS//SCI
PULHES:	2,2,2,1,2,1

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

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES
PCS Authorized

SPECIALTY SUMMARY:

The primary purpose of the position is to serve as a Group Special Security Representative (SSR) in support of the 102d Intelligence, Surveillance, and Reconnaissance Group. Performs the day-to-day operational duties within the SCIF in support of all SCI-associated security programs and measures. Provides detailed research and analysis on physical, information, computer, and personnel security. This position requires a comprehensive working knowledge of intelligence support operations, procedures, and practices.

DUTIES AND RESPONSIBILITIES:

(1) Implements policies and procedures required to manage sensitive compartmented information (SCI) programs and to protect SCI resources. Functions as a technical specialist on all SCI security matters as well as other areas of classified security and classification guidance. Duties require incumbent to maintain currency on a variety of different security program interrelationships, requirements, regulations, and guidance in order to apply this knowledge to protect SCI facilities and materials from espionage, sabotage and destruction.

(2) Implements policies and procedures for accomplishment of SCI protection and security. Researches, interprets, analyzes, and applies Presidential Executive Orders, Director Central Intelligence Directives (DCIDs), Defense Intelligence Agency Manuals, DoD Manuals, military component manuals and instructions, and local Operating Instructions.

(3) Controls all collateral and SCI classified information and material within the Sensitive Compartmented Information Facilities (SCIFs) affecting the Unit's mission. Ensures SCIFs comply with all applicable construction and physical requirements, standards, and regulations as delineated by higher headquarters.

(4) Implements the SCI security clearance program for all assigned personnel, ensuring all required clearances are up-to-date and completed. Tracks and administers SCI clearances for all in-processing personnel to ensure mission readiness. Terminates or transfers SCI clearances for out-processing personnel. Provides SSO services for other units located within the same geographic area. Incumbent meets with key customers to assess customer satisfaction and resolve problems that arise. Ensures that subordinates provide customer guidance and training.

(5) Provides oversight of unit and SSO security self-inspections and presents detailed and comprehensive reports with corrective action taken to the unit intelligence commander/SIO. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures to improve their quality, timeliness, and efficiency.

(6) Performs other duties as assigned.

SPECIAL REQUIREMENTS:

(1) Knowledge of commonly applied security principles, concepts, and methodologies in carrying out information, personnel, and physical security programs related to the protection of SCI.

(2) Knowledge of the methods of performing such duties as conducting inspections and investigations, collecting and analyzing information, etc., and skill in weighing the impact of variables such as critical personnel qualifications, variations in building construction characteristics, access and entry restrictions, equipment availability, and other issues that influence the course of actions taken in resolving security questions and issues.

(3) Knowledge of security classification methods, concepts, eligibility for access to classified or sensitive information and the process for granting personnel security clearances/accesses.

(4) Ability to analyze and evaluate reports and conditions to recommend remedial actions.

(5) Guidelines consist of a wide variety of reference materials and manuals. However, they are not always directly applicable to issues and problems or may have gaps in specificity. The incumbent must be familiar with the physical and information security requirements and classification guidance unique to an intelligence unit. Precedents that outline the preferred approach to problems or issues are available. The incumbent exercises judgment in researching, choosing, interpreting, modifying, and applying available guidelines for adaptation to specific problems or issues.

(6) The incumbent applies different and unrelated methods, practices, techniques, or criteria to SCI-related programs. The incumbent defines storage and handling requirements for controlling access to classified information maintained in different facilities and being handled by different kinds of personnel, e.g., technicians, Active Guard Reservists, military, civilian and contractor personnel. The work requires consideration of alternative methods of implementing and monitoring security organizational needs and security requirements. Recommendations concerning the implementation of new security requirements or actions to be taken in the case of security violations are based on factual information.

(7) The work involves the performance of a variety of duties designed to ensure the protection of the special compartmented information stored in the SCIF. The incumbent is responsible for recommending and implementing a variety of conventional physical, personnel and information security measures to ensure all SCI information is properly protected from unauthorized access. The work products, advice and assistance provided affect the

effectiveness and efficiency of the SCI program and ensure that the intelligence specialists have access to the information in an efficient, secure and timely manner.

(8) Must be able to obtain and maintain a Top Secret/Special Compartmented Information (TS/SCI) security clearance.

(9) May be required to work uncommon tours of duty on short notice.

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 they meet the aforementioned requirements and are medically cleared off any DLC/medical profile prior to starting a new AGR tour.
4. **ASVAB Requirement:** Applicants must hold a previous AFSC and have previously met minimum ASVAB requirements
5. Must meet any Special Requirements as specified in the Position Description.
6. Failure to obtain and maintain a TOP SECRET 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**
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- Use the Wingman concept to proofread application
 - All required documents must be submitted electronically as **ONE** .pdf file to 102 IW/HRO at 102.IW.HRO.Org@us.af.mil NLT 2359 on the advertisement expiration date
 - Include **ONLY** the documents listed above