



**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 #102-25-16**

**OPEN DATE: 19 MAR 25**

**EXPIRATION DATE: 18 APR 25**

**Open To: Current onboard AGR members of the 102d Intelligence Wing**

<b>Number of Positions:</b>	<b>1</b>
<b>Position Title:</b>	<b>Commander, 102d Logistics Readiness Squadron</b>
<b>Unit/Duty Location:</b>	<b>102d Logistics Readiness Squadron, Otis ANGB, MA</b>
<b>Minimum/Maximum Grade Authorized:</b>	<b>Major or Major Select / Lieutenant Colonel</b>
<b>Duty AFSC:</b>	<b>21R3</b>
<b>Security Clearance:</b>	<b>Secret</b>
<b>PULHES:</b>	<b>N/A</b>
<b>Technician Advertisement:</b>	<a href="https://www.usajobs.gov/job/833850100">https://www.usajobs.gov/job/833850100</a>

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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  
and CONTROL GRADE\***

**\*PCS Authorized\***

**SPECIALTY SUMMARY:**

The Logistics Readiness specialty (AFSC 21RX) encompasses the integration of four logistics competencies at the basic, senior, and master levels for Logistics Planning, Supply Management, Distribution Management, and Leadership. Responsibilities include directing integrated logistics processes; accomplishing joint logistics planning for war fighting support and sustainment with the Joint Staff, Unified Commands, other military services, and agencies of the Office of the Secretary of Defense; and directing acquisition and wholesale logistics activities.

**DUTIES AND RESPONSIBILITIES:**

**1. Leadership and Management**

- Lead and manage the LRS, which includes supply, munitions, transportation, and logistics planning functions.
- Supervise and mentor personnel, ensuring they are trained, equipped, and motivated to perform their duties effectively.
- Foster a culture of safety, accountability, and continuous improvement.

**2. Logistics Planning and Execution**

- Oversee the planning, coordination, and execution of logistics operations in support of peacetime and wartime missions.
- Develop and implement policies, procedures, and strategies for supply chain management, distribution, and transportation.
- Ensure readiness to deploy personnel and equipment as needed to support operations worldwide.

### 3. Supply Chain and Asset Management

- Manage the procurement, storage, distribution, and disposal of supplies, equipment, and fuel.
- Ensure proper inventory control and accountability of Air Force assets.
- Coordinate with other units, agencies, and contractors to maintain a steady flow of resources.

### 4. Transportation and Vehicle Management

- Supervise transportation operations, including cargo movement, passenger services, and vehicle maintenance.
- Ensure efficient use of vehicles and equipment while maintaining readiness.

### 5. Compliance and Readiness

- Ensure compliance with Air Force policies, regulations, and standards.
- Conduct regular inspections, audits, and evaluations to assess operational effectiveness and readiness.
- Prepare the squadron for inspections, exercises, and real-world contingencies.

### 6. Communication and Coordination

- Serve as a liaison between the squadron and higher headquarters, other units, and external agencies.
- Provide expert advice to commanders on logistics capabilities, challenges, and solutions.

### 7. Budget and Resource Management

- Manage squadron budgets, ensuring effective allocation and utilization of resources.
- Advocate for additional resources or adjustments when necessary.

### 8. Training and Development

- Oversee the development of training programs to enhance the skills and knowledge of personnel.
- Ensure the squadron remains current with advancements in logistics technologies and methodologies.

### 9. Contingency Operations

- Plan and execute logistics operations during emergency or contingency situations.
- Ensure the unit is prepared to respond rapidly to mission requirements, including natural disasters or conflict scenarios.

## **SPECIAL REQUIREMENTS:**

Must be fully qualified as a 21R3. Must have previous Installation Deployment Officer experience. Must have attended the Installation Deployment Officer Course as well as Contingency Wartime Planners Course.

## **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. MYFSS (AFFMS) Fitness Report: Current, passing within 12 months
  - 5. Pre-Employment Reference Check Form <https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf> (not required for current permanent MA ANG AGRs)
  - 6. CORI, signed (not required for current permanent MA ANG AGRs)  
<https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf>
  - 7. Copy of driver’s license, front and back (not required for current permanent MA ANG AGRs)
  - 8. Last 3 EPR/OPR **\*A MFR must be submitted for any missing EPR/OPR**
  - 9. 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