



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 #JFHQ-25-01

OPEN DATE: 14 AUG 2025

EXPIRATION DATE: 12 SEP 2025

Open To: All current members of the Massachusetts Air National Guard.

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| Number of Positions: | ONE |
| Position Title: | RECRUITING AND RETENTION FLIGHT CHIEF |
| Unit/Duty Location: | 2 Randolph Rd, Hanscom AFB, MA |
| Minimum/Maximum Grade Authorized: | TSGT/MSGT |
| Duty AFSC: | 3G071 |
| Required ASVAB: | NA |
| Security Clearance: | Secret |
| PULHES: | NA |

POC: Major Krista Bordieri, (207) 272-8077 Email: Krista.bordieri@us.af.mil

HRO Remote: Email package to 102.IW.HRO.Org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES

PCS AVAILABLE

SPECIALTY SUMMARY:

Responsible for supervision, administration, and management of all recruiting programs as outlined in applicable AFI. ANGI, DAFI, DAFMAN, and higher headquarters publications and directives. organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements of the Wing and State.

DUTIES AND RESPONSIBILITIES:

- Develop an annual unit recruiting plan, to include goals and objectives, recruiting activities, advertising initiatives and financial planning.
- Serve as the primary recruiting OJT trainer. Maintain training records, conduct training classes and refresher training for all assigned recruiters.
- Supervise all wing production and advanced recruiters. Coach assigned recruiters on problem areas, offer solutions, and recommend corrective or referral action as necessary.
- Assist RRSEL in establishing local recruiting and retention production standards based on unit strength requirements.
- Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds.
- Ensure AFRISS, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel.

- Manage office administration and serve as POC for all wing recruiting activities.
- Coordinate monthly with the Retention Office Manager (ROM) and the Unit Manpower Document (UMD) Monitor to identify current and projected vacancies.
- Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with ROM.
- Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the SPS.
- Generate reports to NGB/A1Y through the SPS IAW NGB guidance.
- Ensure recruiting and retention goals are met as determined by the SPS. Assign production goals to production and advanced recruiters. Individual FC and ROM goals will be comparable and may include Enlistments, Appointments and Unit Saves.
- Ensure recruiting efforts reflect NGB initiatives and meet state and wing strength requirements to include mirroring the local diversity demographics.
- Responsible for inputs and updates to the AFRISS-TF, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman.
- Utilizing LRAS, develop local awareness publicity programs using media such as direct mail, press, radio, and television presentations.
- Manage and coordinate Center of Influence (COI) events IAW NGB guidance

SPECIAL REQUIREMENTS:

- Knowledge of the organization, mission, policies, and history of the United States Air Force is mandatory.
- Must have a minimum of 24 months experience as a Production Recruiter and 12 month experience as an Advanced Recruiter.
- For award and retention of this AFSC: Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.
- Must attain/maintain training standards and task certifications according to specific duty position JQS.
- No record of conviction by summary, special, or general courts-martial.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.
- Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standard of conduct.

MINIMUM QUALIFICATION REQUIREMENTS:

- 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.
- Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on AGR duty.
- 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.
- Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant)

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)
 - Select “Personal Data”
 - 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
 - *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. 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 EPB/OPB *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)

Use the Wingman concept to proofread application

All required documents must be submitted electronically as **ONE** .pdf file to Mr. Christopher Walton at 102.IW.HRO.Org@us.af.mil; NLT 2359 on the advertisement expiration date

Include **ONLY** the documents listed above