

**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-25-02****OPEN DATE: 9 SEP 2025****EXPIRATION DATE: 14 SEP 2025****Open To: Members assigned to MA ANG JFHQ who currently possess the 3G071 AFSC**

Number of Positions:	ONE
Position Title:	Training and Evaluation NCO (TENCO)
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 maria.escobar.1@us.af.mil*****POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES*****SPECIALTY SUMMARY:**

Responsible for administration and management of the Recruiting and Retention Training and Evaluation Programs as outlined in applicable ANGIs, AFIs, DAFIs, DAFMANs and higher headquarters publications and directives. Organizes and executes programs to train and retain production recruiters and retention NCOs to assist in ensuring personnel recruiting and strength requirements for the wing and state are satisfied. Ensures new production recruiters receive necessary initial training and orientation. Initiates and maintains a state program to ensure the all members of the recruiting and retention team meet training requirements. Assists the Recruiting and Retention leadership team in assisting team members who are unable to meet production goals. Communicate training and evaluation needs and concerns to the State Production Superintendent (SPS) or other office as designated by The Adjutant General (TAG)

DUTIES AND RESPONSIBILITIES:

- Serve as primary trainer for sustainment and remedial training for assigned team members as needed to maintain skills and prevent poor performance.
- Conduct New Production Recruiter orientations and training as required.
- Maintains The State's Recruiting and Retention Master Training Plan.
- Monitors usage of Management Internal Control Tool set (MICT) checklist.
- Ensures compliance with annual completion requirements IAW AFI 90-201. Maintains checklist questions to ensure accuracy and correct instruction references are included.
- Manages, reviews, and updates task information for the ANG Recruiting and Retention Job Qualification Standards (JQS).

- Advises R&R Leadership on important updates to Air Force Training Record (AFTR).
- Conducts training via phone, web, and face to face for JQS and AFTR, as necessary.
- Assists with scheduling, plans, coordination, logistics and curriculum for the Annual Recruiting and Retention Certification Training, Leadership and Development courses, and R&R Working Groups.
- Conduct quarterly and annual State training.
- Works with Support Functions, FC, and ROM to ensure hands on scenario based evaluations align with R&R procedures and the R&R experience levels. Ensures curriculum and lesson plans are written and updated to meet the needs of the Recruiting & Retention community.
- Manages the IMPACT Sales system and training and follow-on training to State R&R teams in coordination with current licensed contractor. Assists with development of R&R assessment tools to help identify the strengths of R&R leaders and recruiters with guidance on how to screen, select and coach them to success.
- Works with R&R Leaders to administer production evaluations (PE) as needed. Provide a get well plan for PR's whose PE is seen as unsatisfactory. Conducts annual PE's for all PR's to set a baseline for each FY.
- Coordinate with NGB/A1YT on training activities directly related to the ANG recruiting efforts. Forecast training seats as required. Notify RR Flt/Sq on training seats.
- Must complete 8R Training and Evaluation course, and Train the Trainer course upon selection.
- Reports directly to the Recruiting Production Superintendent.
- All other duties as assigned.
- Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.

SPECIALITY QUALIFICATIONS

- Must have a minimum of 2 years experience as a Production Recruiter and 1 year experience as an Advanced Recruiter.
- Must possess an overall knowledge of the ANG Recruiting Program.
- Must possess knowledge, skill and proficiency in time management and sales techniques.
- Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications.
- Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant).
- 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 standards of conduct to include no history of disciplinary actions.
- Comply with military duty eligibility requirements in IAW ANGI 36-101.
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Completion of the applicable sales training / coaching programs within one year of assignment is mandatory.

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.
- 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:

- MA Air National Guard member assigned to JFHQ who possess 3G071 AFSC
- Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant)
- Has a valid passing Fitness Assessment score on record.
- 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 meet any Special Requirements as specified in the Position Description.
- Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
- 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.
- 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.
- 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.
- 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.
- Entry/retention requirements for AFSC 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)
 - 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

- Use the Wingman concept to proof read application

All required documents must be submitted electronically as **ONE** .pdf file to SMSgt Maria Escobar at maria.escobar.1@us.af.mil NLT 2359 on the advertisement expiration date

- Include ONLY the documents listed above