



**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-25-03

OPEN DATE: 18 September 2025

EXPIRATION DATE: 3 October 2025

Open To: All current members of the Massachusetts Air National Guard and all those eligible to enlist in the Massachusetts Air National Guard.

Number of Positions:	ONE
Position Title:	RETENTION OFFICE MANAGER
Unit/Duty Location:	2 Randolph Rd, Hanscom AFBMA
Minimum/Maximum Grade Authorized:	TSGT/MSGT
Duty AFSC:	3G071 or Any AFSC
Required ASVAB:	NA
Security Clearance:	Secret
PULHES:	NA

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

HRO Remote: SMSgt Maria Escobar (339) 202-3073, email maria.escobar.1@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES

PCS Authorized

SPECIALTY SUMMARY:

Responsible for administration and management of retention programs as outlined in applicable ANGIs, AFIs, DAFIs, DAFMANs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint and retain quality personnel to satisfy the strength requirements of the wing and state. Ensures members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commanders in force management goals and guiding members in achieving career goals, as appropriate. Communicate retention goals at all levels throughout the military structure. Military and full-time supervision of the ROM will be with the State Production Superintendent (SPS) or other office as designated by The Adjutant General (TAG)

DUTIES AND RESPONSIBILITIES:

- Develop an annual unit retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning.
- Supervise/train traditional guard members who are directly involved in retention programs.

- Assist SPS in establishing local recruiting and retention production standards based on unit strength requirements.
- Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs.
- Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance(O&M) and Advertising funds.
- Ensure AFRISS-TF, 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 retention activities.
- Coordinate monthly with the FC and the Unit Manpower Document 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 the FC.
- Inform RRSEL on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through RRSEL.
- Generate reports to NGB/A1Y through the SPS IAW NGB guidance.
- Ensure recruiting and retention goals are met as determined by the RRSEL. Individual FC and ROM goals will be comparable and may include Enlistments; Appointments and Unit Saves.
- Responsible for inputs and updates to AFRISS-TF website, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman.
- Develop Unit Programs to include, Retention events, briefings, internal recruiting and advertising, UCA Training.
- Develop a partnership with appropriate wing offices for implementation of a Newcomer's Orientation Program and Sponsorship Program for all new members.

SPECIAL REQUIREMENTS:

- 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.
- Completion of ANG Retention Management Course within one year of assignment is mandatory.
- 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:

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. Over grade 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 over grade 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. 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 of 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. Air Force Fitness Management System II (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)
- ☐ 10. Use the Wingman concept to proofread application
- ☐ 11. All required documents must be submitted electronically as **ONE** .pdf file to SMSgt Maria Escobar @ maria.escobar.1@us.af.mil NLT 2359 on the advertisement expiration date
- ☐ 12. Include ONLY the documents listed above