



**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 #102-26-19**

**OPEN DATE: 24 March 2026**

**EXPIRATION DATE: 19 April 2026**

**Open To: Current AGR members assigned to the 102d FSS that holds the 3FX91 AFSC.**

<b>Number of Positions:</b>	<b>1</b>
<b>Position Title:</b>	<b>Force Support Squadron Senior Enlisted Leader</b>
<b>Unit/Duty Location:</b>	<b>102 FSS, Otis ANGB, MA</b>
<b>Minimum/Maximum Grade Authorized:</b>	<b>SMSgt / CMSgt</b>
<b>Duty AFSC:</b>	<b>3F000</b>
<b>Security Clearance:</b>	<b>Secret</b>
<b>PULHES:</b>	<b>P-3, U-3, L-3, H-2, E-3, S-3</b>

**POC: Capt Brett Hunt, email [brett.hunt.5@us.af.mil](mailto:brett.hunt.5@us.af.mil)**

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

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

**SPECIALTY SUMMARY:**

**3F000, Senior Enlisted Leader:** Provide leadership on Force Support programs; human resource, readiness, training, health, morale, welfare, and quality of life for assigned personnel. Manage and direct resource activities, interpret and enforce policies and applicable directives and establish procedures to meet mission goals and standards. Act as liaison between enlisted service members and support and advise the FSS Squadron Commander.

**DUTIES AND RESPONSIBILITIES:**

1. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management.
2. Conducts analysis to determine the effectiveness of operations, compliance with established policies and procedures, reliability of transactions and validity of supported documentation.
3. Implements the organization's self-inspection program; reviews formal inspection reports, audits, complaints, and other reports to ensure adverse findings are addressed / corrected within the allotted time frame.

**SPECIAL REQUIREMENTS:**

Must hold a current Secret clearance.

**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. 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. 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 EPB/OPB **\*A MFR must be submitted for any missing EPB/OPB**
  - 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 proofread application
  - All required documents must be submitted electronically as **ONE** .pdf file to 102.IW.HRO.Org@us.af.mil NLT 2359 on the advertisement expiration date
  - Include **ONLY** the documents listed above.