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 #102-27-04

OPEN DATE: 16 NOV 2026 **EXPIRATION DATE: 16 DEC 2026**

Open To: The following AGR tour is available Nationwide to those holding the 14N3 AFSC.

Number of Positions:	**1**
Position Title:	**Intelligence Officer - Commander**
Unit/Duty Location:	**102d Intelligence Support Squadron, Otis ANGB, MA**
Minimum/Maximum Grade Authorized:	**Lt Col O-5 / Lt Col O-5**
Duty AFSC:	**C14N3**
Required ASVAB:	**N/A**
Security Clearance:	**TS/SCI**
PULHES:	**None**

POC: Lt Col Bethany Hien 508-968-7701, email Bethany.Hien@us.af.mil

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

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

SPECIALTY SUMMARY:

a. Specialty Summary: This position is located in an Intelligence, Surveillance, and Reconnaissance Group. This unit helps support military operations and protect the nation's warfighters through the collection, processing, exploitation, and dissemination of intelligence from airborne and space-based sensors. The purpose of the position is to serve as the Squadron Commander, in charge of planning, scheduling, controlling, and directing all unit functions. Incumbent performs analytical and evaluative duties related to the business of Intelligence, Surveillance, and Reconnaissance. The incumbent is also responsible for coordination with the National Guard Bureau (NGB), Air Force Combat Command (ACC), 16th Air Force, active-duty operational units, parent Groups, and associated joint units.

DUTIES AND RESPONSIBILITIES:

b. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses.

Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

c. Manages Intelligence mission commitments, programs, and projects that impact personnel, equipment, software and services. Develops policies and procedures, short- and long-range plans to satisfy all Intelligence needs and taskings assigned to the unit. Coordinates program actions with government and commercial entities. Maintains visibility of problem areas, decides best course of action to provide capabilities and meet objectives. Acts as the point of contact for interpretation of policy and procedural matters and for resolving ambiguities and expanding definitions. Exercises both technical and administrative supervision. Performs such management functions as determining and planning the nature and extent of service required by customers, and planning and coordinating utilization and maintenance of systems and facilities. Evaluates overall effectiveness of the unit. Initiates changes to improve services or meet new requirements. Determines, formulates, and approves budgetary, training, and organizational requirements, as well as communications support requirements. Tracks Intelligence program activities of other government and private enterprises for data used during the planning process. Maintains cognizance of advances in technology and in Intelligence through professional reading and by attending classes and seminars in order to make informed decisions.

d. Identifies and prioritizes funding and personnel resource needs and executes current year financial programs. Approves annual budgets for unit operations and Intelligence support functions. Monitors expenditures, reports status to higher headquarters and ensures accurate records. Sets strategic direction for financial resources. Reviews financial management plan execution. Analyzes, evaluates, validates, and recommends approval/disapproval of requested or proposed system requirements and develops documentation used in the processing and validation of such requirements. Determines the best use of available personnel resources and advocates with higher headquarters to cover shortfalls or correct discrepancies.

e. Reviews incoming tasking orders, plans, or requests for forces and prepares summaries for higher headquarters. Determines capability of Intelligence and/or support personnel to meet requirements specified in tasking orders, plans, or requests for forces; validates limitations concerning equipment capabilities, personnel, etc.; and coordinates with tasking activities from government agencies on requirements. Approves supplemental plans to commit personnel and equipment in support of missions assigned by the group or higher headquarters, as well as local emergency plans. Advises higher headquarters and others, both in and outside the state, on preparation of operations plans and orders annexes.

f. Provides technical and functional expertise concerning Intelligence missions to the parent Group, host Wing, higher headquarters, and visiting Distinguished Visitors as required. Authors papers, briefings, and other correspondence that accurately represent the unit's mission, personnel, technical capabilities, accomplishments, limitations, and challenges. Advocates with higher headquarters for changes to policy, procedures, resourcing, training, and equipping in order to address current limitations or advance current capabilities.

SPECIAL REQUIREMENTS:

a. Knowledge: Knowledge is mandatory of intelligence fundamentals, security, analysis, communications skills, the intelligence disciplines, the intelligence community, ISR information systems, research sources and methods, the presentation of friendly forces, friendly weapons systems, adversary capabilities, ISR operations, targeting, integration, and sensing grid activities.

b. Education: For entry education requirements see Appendix A, 14N CIP Education Matrix.

c. Training: The following training is mandatory for award of the AFSC indicated:
14N1. Completion of the Intelligence Officer Initial Skills Course.
14N3. Completion of mission qualification, which includes but is not limited to IQT/MQT, mission certification, or other training deemed necessary to be considered qualified to perform assigned duties.

d. Experience: The following experience is mandatory for award of the AFSC indicated:
14N3: Complete a minimum of 36 months performing intelligence functions.

e. Other: The following are mandatory as indicated:

Completion and favorable adjudication of a current Single Scope Background Investigation (SSBI) and the ability to maintain a Top-Secret clearance is mandatory.

Maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

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)

- ☐ Use the Wingman concept to proofread application
- ☐ All required documents must be submitted electronically as **ONE** .pdf file to Catherine Gormley @ 102.IW.HRO.Org@us.af.mil NLT 2359 on the advertisement expiration date
- ☐ Include ONLY the documents listed above