

MASSACHUSETTS NATIONAL GUARD  
FULL-TIME MILITARY TOUR (AGR)  
VACANCY ANNOUNCEMENT

HUMAN RESOURCES OFFICE  
2 RANDOLPH ROAD  
HANSCOM AFB, MA 01731-3001

AMENDMENT

NUMBER: 104-16-50 (AGR)

EXPIRES: 09 November 2016

DATED: 20 October 2016

**1. ELIGIBILITY:** The following AGR position is available to **all current members of any Air Force Components**. Applications can be emailed to TSgt Balchunas until 2359hrs on the expiration date of this announcement.

<b>Position: RETENTION OFFICE MANAGER</b>	<b>Location:</b> 104th FW 175 Falcon Drive, Westfield, Massachusetts 01085
<b>Min Grade:</b> TSGT/E6 <b>Max Grade:</b> MSGT/E-7	<b>AFSC:</b> 8R000
<b>Unit POC:</b> SMSgt Thomas Whiddon, <b>Comm:</b> 774-836-7922 <b>Email:</b> <a href="mailto:thomas.l.whiddon.mil@mail.mil">thomas.l.whiddon.mil@mail.mil</a>	<b>AGR Branch POC:</b> TSgt Kristine Balchunas <b>Comm:</b> (339) 202-3110 <b>Email:</b> Kristine.a.balchunas.mil@mail.mil
<b>Salary:</b> Full-time Military Pay & Allowances	<a href="http://www.thenationsfirst.org/">http://www.thenationsfirst.org/</a>

**CONTINGENT UPON THE AVAILABILITY OF FUNDS & RESOURCES**

**2. QUALIFICATIONS:**

- a. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.
  - (1) If the Airman fails to successfully complete the required formal training IAW AFI 36-2201, Volume 2, *Air Force Training Program-Training Management* and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.
- b. Applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy **within 36 months of assignment** to apply for an AGR position (If applicable).
- c. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards, Attachment 2, Medical Evaluation for Continuation Military Service. Medical examinations must be conducted not more than 24 months prior to entry into AGR duty; an AF Form 895 must be completed if the medical examination is more than 30 days old; an HIV test must be completed within six months prior to the tour start date.
- d. AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program* until superseded by AFI 36-2905, *Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program.
- e. To accept an AGR position, applicant may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian). Individuals receiving or eligible to immediately receive a federal annuity and individuals receiving or eligible to immediately receive a state annuity for service as National Guard technicians are not eligible for entry on any type of AGR tour IAW ANGI 36-101.

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- f. To accept an AGR position, an applicant's military grade cannot exceed the maximum military grade authorized on the fulltime manning document for the advertised position. Applicants who are over grade must indicate in writing a willingness to be administratively reduced in grade if selected to the position.
- g. Applicants, if selected, who are not able to complete 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101, Attachment 3.
- h. An individual must not have been previously separated for cause from active duty or a previous AGR tour.
- i. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with selection for a different fulltime position, defined as a fulltime position with a different position number.
- j. Members must remain in the position to which initially assigned for a minimum of 24 months.

### 3. APPLICATION PROCEDURES:

- a. Applicants must turn in the following:

- (1) NGB Form 34-1 <http://www.thenationsfirst.org/assets/ngb-form-34-1.pdf>
- (2) Current **Individual Records Review List (RIP)** from vMPF
- (3) Most recent **Report of Individual Fitness (with a minimum composite score of 75)** from AFFMS
- (4) **CORI Form** and a copy of both sides of your **driver's license**.  
[http://www.thenationsfirst.org/assets/cori-request-baker--2016 .pdf](http://www.thenationsfirst.org/assets/cori-request-baker--2016.pdf)
- (5) **Pre-Employment Reference Check Form**  
<http://www.thenationsfirst.org/assets/pre-employment-reference-check.pdf>

- b. Submit forms to TSgt Kristine Balchunas at [Kristine.a.balchunas.mil@mail.mil](mailto:Kristine.a.balchunas.mil@mail.mil). Applications must arrive to the AGR Branch POC **NO LATER THAN 2359 HOURS ON THE EXPIRATION DATE OF THE BULLETIN**. Any applications that arrive to the AGR Branch POC after 2359 hrs will be returned without action. **APPLICATIONS SENT DIRECTLY TO THE HRO WILL BE RETURNED WITHOUT ACTION.**
- c. MPF will certify that the applicant is/is not eligible in accordance with ANGI 36-101. Non-qualified applicants will be notified as soon as possible after receipt of their application by the HRO. All other applicants will be notified within 30 days after the completion of the selection board.

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**4. JOB DESCRIPTION:**

- a. Utilizing strategic planning tools as required by NGB/A1Y, develops an annual unit retention plan, in conjunction with the RRS, which includes goals and objectives, retention activities, advertising initiatives and financial planning.
- b. Supervises/trains Unit Career Advisors (UCA) to assist in unit/squadron level administration of retention programs.
- c. Assists RRS in establishing local recruiting and retention production standards based on unit strength requirements.
- d. Administers retention programs to include Career Motivation Program, UCA, Montgomery G.I. Bill (MGIB) , MGIB Kicker and ANG Incentive Programs
- e. Serves as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds.
- f. Uses the Air Force Information Support System (AFRISS), Defense Manpower Data Collection system (DMDC) and Military Personnel Data System (MILPDS) to their full capabilities in the conduct of their retention duties.
- g. Manages office administration and serve as POC for all wing retention activities.
- h. Coordinates monthly, at a minimum, with the Recruiting RCNCOIC (RCNCOIC) and the Unit Manpower Document Monitor to identify current and projected vacancies.
- i. Provides retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in conjunction with the RRS and RNCOIC.
- j. Informs RRS of retention and personnel force management issues and concerns and routes all issues requiring NGB involvement through the RRS.
- k. Generates reports to NGB/A1Y through the RRS IAW NGB guidance.
- l. Ensures retention goals are met as determined by the State RRS. Individual RCNCOIC and RTNCOIC goals will be comparable and may include; enlistments, appointments, Unit Saves and state-to-state transfers.
- m. Responsible for inputs and updates to GoANG admin website, as required; to include, but not limited to current unit specific information, vacancy list, supply orders, recruiting and retention directory and ANG Wingman.
- n. Develops Unit Programs to include, retention internal recruiting/sales events, briefings, advertising, UCA training and Process Improvement Visits (PIVs).

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**SPECIALITY QUALIFICATIONS**

- a. Must have a minimum of 2 years' experience as an 8RX000.
- b. Must have demonstrated the capability of maintaining recruiting production standards.
- c. Must possess an overall knowledge of the ANG Recruiting Program.
- d. Must possess knowledge, skill and proficiency in time management and sales techniques.
- e. Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications.
- f. Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant).
- g. 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.
- h. Comply with military duty eligibility requirements in IAW ANGI 36-101.
- i. 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.
- j. Completion of the applicable sales training / coaching programs within one year of assignment is mandatory.
- k. Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory.
- l. Attendance at in-residence PME Course is desirable

**ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:**

- a. No history of emotional instability, personality disorder, or other unresolved mental health problems.
- b. No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- c. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
- d. No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or 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.

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