



**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 #104-21-67**

**OPEN DATE: 09 MARCH 2021**

**EXPIRATION DATE: 09 APRIL 2021**

**Open To: All current members of the Massachusetts Air National Guard and those eligible to enlist in the Massachusetts Air National Guard who hold a 2AXXX AFSC.**

**Number of Positions:** 1  
**Position Title:** Aircraft Mechanic Supervisor  
**Unit/Duty Location:** 104th Fighter Wing, Westfield, Massachusetts 01085  
**Minimum/Maximum Grade Authorized:** SMSgt/E-8 – CMSgt/E-9  
**Duty AFSC:** 2AXXX  
**Required ASVAB:** N/A  
**Security Clearance:** T3  
**PULHES:** N/A  
**Position POC:** Capt Jason Hickox, 413-568-9151 ext. 698-1219  
jason.hickox.us.af.mil  
**Technician Advertisement Refer to:** <https://www.usajobs.gov/GetJob/ViewDetails/594416500>

**HRO Remote: 413-568-9151 ext. 698-1290 / 698-2509 // [104FW.HROREMOTE@us.af.mil](mailto:104FW.HROREMOTE@us.af.mil)**

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

**\*E-9 IS CONTINGENT ON AVAILABILITY OF CONTROLLED GRADE\***

**Position Description:**

1. Planning: Plans the overall allocation of personnel and other resources to the organizational segments supervised to accomplish work operations which, because of their scope, volume, and complexity, must be planned on a yearly or longer basis. Analyzes the work plans developed by subordinate supervisors for accomplishment of assigned work orders and projects and the status of work being accomplished in relation to overall schedule requirements, including unanticipated or emergency requirements. Provides higher level managers and/or supervisors information on status of work projects, budget estimates, changes in equipment, facilities, techniques, etc. Participates fully with higher level management officials and staff organizations in studying and developing recommendations concerning changes in specification requirements, work techniques and standards; revisions of organizational structures, responsibilities, and relationships; and improvement or modernization of equipment, facility layout, and work flow. Participates in planning conferences and meetings.

2. Work Direction: Explains work requirements to subordinate levels of supervision, sets deadlines and sequence of operations. Coordinates and directs the work of units supervised. Balances work load for subordinate work groups. Analyzes production, cost and personnel utilization records and makes adjustment in operations to correct problems. Develops quality and quantity standards. Spot checks work operations to assure production and quality standards are met. Encourages employees to achieve goals.

3. Administration: Recommends promotion or reassignment of subordinate supervisors and reviews personnel actions prepared by them. Makes formal appraisal of supervisors' work performance and reviews employee appraisals submitted by them. Determines long-range training needs for all levels of subordinates, submits funding and budget requests with justification for approval, and arranges for the accomplishment of the training. Promotes and administers such programs as cost reduction, incentive awards, suggestions, and quality assurance. Ensures that regulations governing safety and housekeeping are observed with appropriate

protective clothing and equipment being utilized. Assures that subordinate supervisors carry out such programs as labor-management and equal opportunity. Schedules and approves leave. Ensures that position descriptions are accurate and that position management principles are followed. Develops and establishes the internal procedures to be followed by subordinate supervisors to assure effective control and direction of the work activities, organizations, and personnel supervised. Assures that appropriate production reports and administrative records are maintained. Acts on personnel problems referred by subordinate supervisors. Hears and resolves grievances and ensures proper corrective action is taken.

4. Implements regulatory safety requirements and ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions.

5. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises. May be required to perform such additional duties as structural fire fighting, aircraft fire/crash/rescue duty, security guard, snow removal, munitions loading and handling, heavy equipment operation, maintenance of facilities and equipment, or to serve as a team member on boards to cope with natural disasters or civil emergencies.

6. Performs other duties as assigned.

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## LENGTH OF TOUR

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Initial AGR tour orders are probationary. The probationary period will not exceed 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).

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## MINIMUM QUALIFICATION REQUIREMENTS

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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. IAW ANGI 36-101, paragraph 4.1.6.3., Applicants for E-8 positions must have completed the Senior Noncommissioned Officer Academy to apply for the AGR position.

13. Entry/retention requirements for AFS are outlined in the AFECDA/AFODD.

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## APPLICATION REQUIREMENTS

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1. NGB Form 34-1, signed (<https://www.massnationalguard.org/index.php/careers/available-positions.html>)
2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF); <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>)
3. AF Form 422: Must be obtained and verified within 6 months from your Medical Group
4. Air Force Fitness Management System II Fitness Report: Current, passing within 12 months (AFPC Secure, AFFMS II; <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>)
5. SF 181, Ethnicity and Race Identification (<https://www.massnationalguard.org/index.php/careers/available-positions.html>)
6. Pre-Employment Reference Check Form (<https://www.massnationalguard.org/index.php/careers/available-positions.html>; not required for permanent on-board AGRs)
7. Last 3 EPRs (AFPC Secure, PRDA; <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>)

- Applications must be submitted by email NLT 2359 on the advertisement expiration date
- Include ONLY the documents listed above
- If submitting application by email, all required documents must be submitted as **one .pdf file (no adobe portfolios please)** to [104FW.HROREMOTE@us.af.mil](mailto:104FW.HROREMOTE@us.af.mil)

**\*NOTE: To combine files in one PDF, you must print any secure and/or digitally signed documents to "Microsoft PDF."**

**Once printed, you can combine the newly printed PDF files with all other application documents.\***