



**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 #104-23-028**

**OPEN DATE: 27 JAN 2023**

**EXPIRATION DATE: 15 MARCH 2023**

**Open To: All members eligible to enlist in Mass ANG, any AFSC.**

<b>Number of Positions:</b>	1
<b>Position Title:</b>	AIRFIELD MANAGEMENT
<b>Unit/Duty Location:</b>	104th Fighter Wing, Westfield, Massachusetts 01085
<b>Minimum/Maximum Grade Authorized:</b>	SrA/E3 – TSgt/E6
<b>Duty AFSC:</b>	1C751
<b>Required ASVAB:</b>	G: 50
<b>Security Clearance:</b>	T3
<b>PULHES:</b>	G, 3, 3, 3, 2, 3, 3
<b>Position POC:</b>	SMSgt Jennifer Rodriguez, 413-568-9151 ext. 698-1270 <a href="mailto:jennifer.rodriguez.3@us.af.mil">jennifer.rodriguez.3@us.af.mil</a>
<b>Technician Advertisement Refer to:</b>	N/A
<b>Application Email:</b>	<a href="mailto:104fss.agrijobapps.org@us.af.mil">104fss.agrijobapps.org@us.af.mil</a>
<b>HRO Remote:</b>	413-568-9151 ext. 698-1290 / 698-2509

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

**Specialty Summary.** Manages airfield operations, coordinates with civil engineering, safety, air traffic control and various other base agencies to ensure safe aircraft operations within the airfield environment and through the national and international airspace systems. Related DoD Occupational Subgroup: 155600.

**Duties and Responsibilities:**

1. Performs airfield inspections and checks to include runways, taxiways, aprons, pavements, arresting systems, signs, lighting, and airfield clearance areas. Responds to wildlife, foreign object debris and other flight safety hazards affecting the airfield environment. Coordinates with base agencies for support of airfield facilities.
2. Provides aircrews pre-flight briefings. Briefs pilots current airfield status; arresting system configuration, runway surface conditions, correct taxi routes and any hazards to operations in person and via air-to-ground radios. Advises aircrews of flight planning procedures applicable to the local area preferred departure routes. Coordinates transient aircrew support with applicable base agencies for billeting, messing, refueling, transportation, and transient aircraft maintenance.
3. Procures, maintains, and produces information regarding the safe operation of aircraft on the airfield and through the national and international airspace systems. Information includes aircraft prior permission, Flight Information Publications, Notice to Airmen (NOTAM), local airfield and navigational aid status, and aircraft parking plan utilization.
4. Reviews, interprets, and enforces policies, instructions and directives pertaining to airfield operations. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include operational procedures, training and certification requirements, and violation remedial actions.
5. Performs expeditionary airfield management functions in support of USAF Agile Combat Support Concept of Operations for worldwide deployment of DoD aircraft.

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## LENGTH OF TOUR

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Initial AGR tour orders are probationary. The probationary period will be a minimum of three years and maximum of six 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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## SPECIAL REQUIREMENTS

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3.5.1.1. Normal color visions as defined in DAFMAN 48-123, Medical Examinations and Standards.

3.5.1.2. Ability to speak distinctly in person and over air-to-ground radios.

3.5.2.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Ground Transportation*.

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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. Entry/retention requirements for AFSCs are outlined in the AFECD/AFOCD, Attachment 4

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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. myFitness Individual Tracker Report: Current & passing w/ 12 months  
<https://myfss.us.af.mil/USAFCommunity/s/login/?ec=302&startURL=%2FUSAFCommunity%2Fs%2F>)
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 104th 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
- If submitting application by email, all required documents must be submitted as **one .pdf file (no adobe portfolios please)** to [104fss.agrjobapps.org@us.af.mil](mailto:104fss.agrjobapps.org@us.af.mil)

**SUBJECT LINE OF EMAIL SUBMISSION MUST CONTAIN FULL BULLETIN NUMBER**

**\*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.\***

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