



**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 #104-25-024

OPEN DATE: 19 FEB 2025

EXPIRATION DATE: 19 APR 2025

Open To: All those eligible to enlist in the MA ANG

Number of Positions: 1
Position Title: AIRFIELD MANAGEMENT
Unit/Duty Location: 104TH FIGHTER WING, BARNES ANGB WESTFIELD, MA 01085
Min/Max Rank Authorized: Immediately Promotable to MSgt-SMSgt
Duty AFSC: 1C7X1
Retraining Opportunity: NO
Required ASVAB: G:50
Security Clearance: SECRET
PULHES: G 3 3 3 2 3 3 X
Position POC: CMSgt Tina Frazer, 413-568-9151 ext. 698-1720,
tina.dimino_frazer.2@us.af.mil
Application Email: 104fss.agrjobapps.org@us.af.mil
HRO Remote: 413-568-9151 ext. 698-1290 / 698-1252

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES

- 1. 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.
- 2. Duties and Responsibilities**
- 2.1. Monitor and coordinate airfield and aircraft activities. Conduct airfield checks. Processes flight plans and other air traffic related data through the national and international air traffic systems. Provides flight following services and initiates appropriate actions for overdue aircraft. Maintains and processes Notice-to-Airman (NOTAMs). Maintains a record of daily events. Executes Operating Instructions and Quick Reaction Checklists necessary to perform Airfield Management duties and responds to situations requiring immediate action. Provides transient aircrew and aircraft support to include processing Prior Permission Required (PPR) requests; coordinating parking areas; receiving, storing, and issuing classified material; and coordinating aircrew transportation. Provides briefings to base and transient aircrews on relevant airfield operations and restrictions. Maintains the flight planning room equipment, maps, displays and publications.
- 2.2. Maintains situational awareness of airfield activities and overall responsibility for Airfield Management section while on duty. Serves as the representative for the Airfield Manager during emergency response situations and during Airfield Manager's non-duty hours. Assesses airfield operations/situations, determines operational requirements, and imposes airfield restrictions as needed (e.g., closing/suspending operations on aprons, taxiways, and runways). Briefs AM personnel on emergency and operational activities.

- 2.3. Performs daily airfield inspections to ensure a safe operational environment. Evaluates airfield activities to ensure compliance with established policies and directives. Identifies, reports, corrects, or mitigates inspection discrepancies. Coordinates and supervises airfield construction, repair activities, facilities maintenance, and snow removal operations. Coordinates with appropriate agencies, such as air traffic control, civil engineers, security forces and command post, to ensure airfield activities are supported as appropriate.
- 2.4. Reviews, interprets, and enforces policies, instructions and directives pertaining to airfield management activities operations. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include training, certification, and remedial action. Establishes procedures for controlling privately owned vehicles on the airfield.
- 2.5. Performs expeditionary airfield management functions in support of USAF Agile Combat Support Concept of Operations for worldwide deployment of DoD aircraft.

LENGTH OF TOUR

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).

SPECIAL REQUIREMENTS

- 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.
- 3.5.1.3. See attachment 4 for additional entry requirements.
- 3.5.2. For award and retention of these AFSCs:
- 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.
- 3.5.2.2. Must maintain qualifications according to AFMAN 13-204v2, Airfield Management.
- 3.5.2.3. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
- 3.5.2.4. Specialty routine access to Tier 3 (T3) information, systems, or similar classified environment.
- 3.5.3. For award and retention of AFSCs 1C7X1 and 1C700:
- 3.5.3.1. Completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program, is mandatory.
- 3.5.3.2. Hearing Conservation certification is mandatory.
- 3.6. Must be able to handle weapons for BASH response and contingency taskings.

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. If advertisement is a retraining opportunity, applicants who do not hold the duty AFSC for the 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 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. Additional entry/retention requirements for AFSCs are outlined in the AFECD/AFOCD.

APPLICATION REQUIREMENTS

Items 1-3 can be found on the following link under the "AGR Job Application" forms : [Mass National Guard Website](#)

1. NGB Form 34-1
2. Pre-Employment Reference Check Form (Not required for 104th permanent onboard AGRs)
3. Report of Individual Personnel (RIP): [vMPF](#)
-Click on: "Self Service Actions" – "Personnel Data" – "Record Review/Update" – "View/Print All Pages"
4. myFitness Individual Tracker Report: Current & passing w/ 12 months: [myFitness](#)
5. Last 3 EPRs: [PRDA](#)

Right click each hyperlink – Copy Link Location – Paste and Go in Web Browser

- Applications must be submitted by email NLT 2359 on the advertisement expiration date.
- All required documents must be submitted as one *PDF (no portfolios) to: 104fss.agrjobapps.org@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.

SUBJECT LINE OF EMAIL SUBMISSION MUST CONTAIN FULL BULLETIN NUMBER

MCPN: 0089043934
R: 083