



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 #104-26-001

OPEN DATE: 2 OCTOBER 2025

EXPIRATION DATE: 2 NOVEMBER 2025

Open To: All members eligible to be appointed in Mass ANG, Fully Qualified 32E

Number of Positions: 1
Position Title: CIVIL ENGINEER OFFICER
Unit/Duty Location: 104TH FIGHTER WING, BARNES ANGB WESTFIELD, MA 01085
Min/Max Grade Authorized: CAPT / O3 – MAJ / O4
Duty AFSC: 32E3G
Retraining Opportunity: NO
Security Clearance: T3
Position POC: Col Ryan L. Randall, 413-568-9151 ext. 698-1361, ryan.randall.2@us.af.mil
Technician Advertisement: N/A

Application Submission for 104th Members: [How to Submit an AGR Package](#)

NON-104th Members: 104fss.agrjobapps.org@us.af.mil

HRO Remote: 413-568-9151 ext. 698-1252 / 698-1290

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES

Specialty Summary:

Develops and implements civil engineer (CE) force employment and provides staff supervision and technical advice. Performs and manages CE functions and activities to build, operate, maintain, protect, and recover facilities and infrastructure supporting the United States and allies. Activities include programming, budgeting, project management, drafting, surveying, planning, feasibility studies, construction management, utilities operations, energy and environmental programs, land management, real property accounting, fire protection, explosive ordnance disposal (EOD), emergency management (EM), family housing and dorm management, and mobilization programs at base level. Serves on response teams and related installation support services. Conducts integrated base response and recovery activities. Advises commanders and government officials on effective use of CE resources. Related DoD Occupational Group: 240100.

Duties and Responsibilities:

2.1. Supports combat operations and activities. Maintains trained and equipped forces capable of responding to worldwide contingencies and military operations other than war. Evaluates capabilities and develops contingency methodologies to accomplish mission objectives. Maintains emergency response force to cope with enemy attacks, major accidents, and natural disasters. Plans, develops, and executes procedures to mitigate the effects, render safe, and dispose of conventional, nuclear, chemical biological ordnance and improvised explosive devices. Provides advice to commander on control and integration of emergency response force. Develops, monitors, and briefs survivability actions and methods to recover capabilities after attack. Organizes, trains, and equips contingency forces for conventional and nuclear, biological, and chemical attack operations, and other emergency situations. Acts as weapons recovery cell director as a member of the response task force for nuclear accidents.

2.2. Determines requirements, establishes plans, provides designs, and directs operations, maintenance, repair, alteration, addition, and construction of facilities and utility systems. Determines personnel and material resource requirements. Plans and establishes land use and provides environmental stewardship. Directs CE forces in support of customers' requirements,

and coordinates activities with subordinate and lateral units and functions. Determines proper use of facilities and effective employment of utility systems. Acts as technical representative and engineering consultant for operations and maintenance activities. Coordinates activities with local, state, federal, and host country agencies.

2.3. Develops CE plans and policies. Evaluates impact of legislative action, executive orders, directives, and management decisions. Consults with manpower, organization, and personnel staffs to ensure appropriate use of CE personnel. Coordinates with staff agencies on fiscal and legal matters. Directs training, business practices, and professional development activities. Serves as CE advisor to commanders. Implements standardization and evaluation, and monitors compliance of programs and policies. Directs and conducts engineering research and feasibility studies and surveys.

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).

MINIMUM QUALIFICATION REQUIREMENTS

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.

Air National Guard members must meet the physical qualifications outlined in AFI 48-123 prior to entry on AGR duty.

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.

If advertisement is a retraining opportunity, applicants who do not hold the duty AFSC for the position must meet minimum ASVAB requirements.

1. Must meet any Special Requirements as specified in the Position Description.
2. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
3. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
4. 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. 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. **Non-104th members** need AF Form 422: Verified w/in 6 months from MDG: [ASIMS](#)
5. myFitness Individual Tracker Report: Current & passing w/ 12 months: [myFitness](#)
6. Last 3 OPRS/ OPBs: [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)

Make sure your PDF is saved in one PDF: (LASTNAME_Advertisement#)

- ☐ 104th Members please submit using HRO Ticket System: <https://usaf.dps.mil/sites/104FW/Services/SitePages/How-to-Submit-an-AGR-Package.aspx>
- ☐ Non 104th Members please submit via email: 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 for NON 104th Members