



## 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 #104-26-006

**OPEN DATE: 3 DECEMBER 2025**

**EXPIRATION DATE: 17 DECEMBER 2025**

**Open To: Nationwide**

<b>Number of Positions:</b>	<b>1</b>
<b>Position Title:</b>	<b>Military Personnel Flight Superintendent</b>
<b>Unit/Duty Location:</b>	<b>104TH FIGHTER WING, BARNES ANGB WESTFIELD, MA 01085</b>
<b>Min/Max Rank Authorized:</b>	<b>MSgt(E7) – SMSgt(E8)</b>
<b>Duty AFSC:</b>	<b>3F091</b>
<b>Retraining Opportunity:</b>	<b>NO</b>
<b>Security Clearance:</b>	<b>SECRET</b>
<b>Position POC:</b>	<b>Lt Col Christopher Ruscio, 413-568-9151 ext. 698-1285, christopher.ruscio.1@us.af.mil</b>
<b>Technician Advertisement:</b>	<b>N/A</b>

**Application Submission for 104<sup>th</sup> Members:** [How to Submit an AGR Package](#)

**Application Email for non-104<sup>th</sup> Members:** [104fss.agrijobapps.org@us.af.mil](mailto:104fss.agrijobapps.org@us.af.mil)

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

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

#### **SPECIALTY SUMMARY:**

Manages and executes human resources and administrative programs that directly support Department of the Air Force (DAF) operations. Ensures mission readiness, personnel accountability, and organizational effectiveness through expert application of personnel policy, force management, and personnel operations. Advises commanders and Airmen on career progression, benefits, entitlements, and personnel readiness. Administers assignments, promotions, separations, retention programs, casualty operations, workforce planning, personnel data systems, and compliance inspections. Oversees executive correspondence, operational workflow, and unit-level administrative functions to enable efficient communication and mission execution. Manages military postal operations, ensuring secure and timely processing of official and personal mail in accordance with DAF, United States Postal Service (USPS), and federal regulations. By integrating these diverse functions, HRA professionals enhance strategic personnel management, strengthen organizational cohesion, and contribute directly to the operational success of the Air Force. Related DoD Occupational Subgroup: 151000, 153100, and 155400

#### **DUTIES AND RESPONSIBILITIES:**

- 2.1. **Personnel Programs.** Manages military human resource programs and provides guidance to commanders and Airmen on DAF personnel policies. Directs assignments, promotions, separations, retirements, classification, awards, decorations, retraining, casualty reporting, personnel reliability, and readiness programs. Determines program eligibility, counsels Airmen on reenlistment opportunities, benefits, and entitlements, and implements force management tools such as boards, selective reenlistment, and bonus programs. Supplies leadership with detailed personnel reports and statistical analyses to inform strategic decision-making.
- 2.2. **Personnel Data Management and Analysis.** Ensures personnel data integrity through systematic auditing, analysis, and discrepancy resolution for both deployed and in-garrison personnel. Develops, interprets, and reviews management assessment products and transaction registers to maintain compliance and accuracy.

Conducts routine crosschecks between personnel systems and source documents, identifying and correcting inconsistencies. Compiles, organizes, and submits management data and reports to facilitate personnel decision-making while tracking key metrics to enhance readiness and operational efficiency.

2.3. Personnel Actions and Accountability. Handles personnel processing and accountability, ensuring precise tracking of DAF personnel across garrison and deployed locations. Executes in- and out-processing, duty status reporting, and personnel movement tracking, including leave, temporary duty, hospitalization, sick in quarters, and casualty reporting. Maintains personnel readiness by ensuring timely updates to duty status and personnel records.

2.4. Compliance, Inspection, and Counseling. Conducts inspections to verify compliance with DAF personnel policies and directives. Identifies discrepancies, recommends corrective actions, and monitors personnel processing for timeliness, propriety, and accuracy. Provides counseling and advisory support to Airmen on personnel programs, benefits, entitlements, and career progression, assisting them in navigating administrative processes.

2.5. Commander Support Staff (CSS). Manages organizational personnel and manpower programs, ensuring accuracy in database systems and coordinating personnel actions between units and military personnel organizations. Administers administrative functions, including evaluations, decorations, recognition programs, fitness tracking, and in-/out-processing. Maintains personnel records, duty status changes, and suspense systems for personnel actions and correspondence. Oversees leave web programs and assists Airmen with webbased personnel applications. Prepares and processes disciplinary actions, including Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions in support of command personnel management.

2.6. Personnel Support for Contingency Operations (PERSCO). Executes PERSCO functions, maintaining personnel accountability for deployed forces and ensuring accurate reporting to combatant commanders. Conducts casualty reporting for missing, deceased, ill, or injured personnel while coordinating inbound and outbound operations for deployed locations. Provides critical personnel support, including virtual record updates, emergency leave processing, and promotion actions. Acts as a vital link between deployed personnel and home stations, ensuring operational continuity and personnel readiness in contingency and wartime environments.

2.7. Administrative Support. Provides executive administrative support to General Officers, Senior Executive Service civilians, and military leaders, ensuring seamless coordination of travel, lodging, itineraries, and official functions. Assists commanders in executing official events, including recognition ceremonies and Distinguished Visitor (DV) engagements, by managing logistics, venues, mementos, and guest lists. Leads executive correspondence management, facilitates meetings, and administers organizational communications, including document preparation, distribution, workflow management, and electronic mail organization. Carries out administrative duties such as calendar management, meeting coordination, and customer service while ensuring compliance with communication standards and formatting requirements.

2.8. Postal and Official Mail Operations. Directs and supervises postal operations, ensuring secure handling, processing, and distribution of official correspondence in accordance with United States Postal Service (USPS) and military postal regulations. Manages Military Post Offices (MPO), Aerial Mail Terminals (AMT), and Mail Control Activities (MCA) to facilitate efficient mail processing and DAFECD, 31 Oct 25 218 delivery for authorized users. Administers postal financial services, including postage sales and money orders, while maintaining accountability through accurate records and reporting. Coordinates mail transportation logistics, resolves distribution issues, and monitors air carrier facilities to ensure timely delivery via military and commercial carriers. Handles official mail functions, including receipt, distribution, expenditure tracking, and compliance with Private Express Statutes. Manages contracting officer representative duties for outsourced operations, ensuring regulatory compliance and effective communication within the organization

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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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## SPECIAL REQUIREMENTS

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3.1 Knowledge. Mandatory knowledge includes personnel policies, procedures, and principles of personnel management, covering assignment, promotion, customer service, quality force initiatives, personnel readiness, deployment/mobilization procedures, and PERSCO operations. Proficiency in interviewing and counseling techniques, administrative communications, correspondence management, and general office operations is required. Understanding organizational structure and its relationship to mission execution is essential, along with familiarity with policies, programs, and procedures governing benefits for military personnel, retirees, and family members. Knowledge of Personnel Data System (PDS) capabilities, occupational survey procedures, and benefit programs is critical. Additionally, expertise in office management policies, technologies, and procedures is required, including administrative support for personnel and manpower programs, executive support responsibilities, and postal and official mail operations.

3.2. Education. Completion of high school or a General Educational Development (GED) equivalency is required for entry into this specialty. Coursework in business, English composition, public speaking, Microsoft Office applications, and keyboarding is highly desired.

3.3. Training. Members must complete training requirements for the core AFSC and applicable shred-specific requirements, as needed, progressively, as each skill level builds upon the prior level. The following training is mandatory for the award of the AFSC indicated in addition to the successful completion of applicable Career Development Course (CDC) requirements and core tasks listed in the Career Field Education and Training Plan (CFETP):

3.1.1 3F071: Completion of all 3F051 and DAF e-Learning: Microsoft Office Specialist (MOS) Training – Microsoft Office Specialist: Expert (Office 2019). 3.4. Experience. The following experience is mandatory for award of the AFSC skill-level indicated in addition to successful completion of applicable task requirements listed in the CFETP: 3

3.2.1. Core Experience Requirements. Experience requirements for the AFSC skill-level include successful 3F071. Qualification in and possession of AFSC 3F051 with completion of all 3F071 core tasks. Experience supervising and performing HRA functions.

3.3.1. 3F091. Qualification in and possession of AFSC 3F071. Experience managing and directing HRA functions and programs. 3.5. Other. The following are mandatory as indicated: 3.5.1. ★ Entry

Requirements. For entry into this specialty, see Attachment 4 for additional requirements. 3.5.2.

3.4.1 AFSC Award and Retention Requirements. Personnel must maintain local network access in accordance with AFI 17-130, Cybersecurity Program Management.

3.5.1. ARC Only: Refer to the 3F Introduction section for FSS SEL position information.

3.6.1 ANG specific requirements: Retraining into the 3F0 Career Field is limited to E-7 and below. See the ANG Waiver Classification Guide for more details on retraining. A 3F091 must have been earned prior to selection/placement in a 3F000 duty position

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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. 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 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. SF 181 Ethnicity and Race Identification
3. Pre-Employment Reference Check Form (Not required for 104th permanent onboard AGRs)
4. Report of Individual Personnel (RIP): [vMPF](#)  
-Click on: "Self Service Actions" – "Personnel Data" – "Record Review/Update" – "View/Print All Pages"
5. **NON-104<sup>th</sup> Members:** AF Form 422: Verified w/in 6 months from MDG: [ASIMS](#)
6. myFitness Individual Tracker Report: Current & passing w/ 12 months: [myFitness](#)
7. 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)

**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](mailto: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 104<sup>th</sup> Members**