



**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 #104-26-027

OPEN DATE: 5 JUNE 2026

EXPIRATION DATE: 15 JUNE 2026

Open To: All Members Eligible to be Appointed in the MA ANG with 11F3F AFSC.

Number of Positions:	1
Position Title:	Operations Standards and Evaluation
Unit/Duty Location:	104th Fighter Wing, Westfield, Massachusetts 01085
Minimum/Maximum Grade Authorized:	Lt Col/O-5 – Lt Col/O-5
Duty AFSC:	11F3F
Required ASVAB:	N/A
Security Clearance:	T5
PULHES:	N/A
Position POC:	Lt Col Stephen Mindek, 413-568-9151 ext. 698-1108 stephen.mindek.1@us.af.mil

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

Application Email for non-104th Members: 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*
*ASSIGNMENT OF OR PROMOTION TO O-5 IS CONTINGENT UPON CONTROLLED GRADE***

Position Description:

1. Selectee will serve as an Instructor Pilot and Standardization/Evaluation Flight Examination.
2. Administers combat flight training to military aircrews. Instructs and evaluates pilots through a broad training spectrum, in addition to performing pilot duties, which may include, but is not limited to:
 - a. Initial Qualification Training (IQT): Training to qualify the aircrew in basic aircraft flying duties without specific regard to a unit operational mission. It is the minimum training requirement for Basic Aircraft Qualification (BAQ). Elements of instruction include: Basic and Advanced Handling Characteristics (throughout the full spectrum of the flight envelope), Aerobatics, Instrument Flight, Formation (close and tactical), Instrument and Visual Traffic Patterns, Airborne Emergency Procedures and Patterns.
 - b. Mission Qualification Training (MQT): Training required to achieve a basic level of competence in the unit's primary tasked missions. This training is a prerequisite for Basic Mission Capable (BMC) and Combat Mission Ready (CMR) status. Elements of instruction include (but are not limited to): Basic Fighter Maneuvers (BFM), Aerial Combat Maneuvers (ACM), Tactical Intercepts (TI), Aerial Refueling (AAR), Air Combat Tactics (ACT), Low Altitude Awareness Training (LAAT), Low Altitude Tactical Navigation (LATN), Low Altitude Air-Air Training (LOWAT), Basic Surface Attack (BSA), Surface Attack Tactics (SAT), and Close Air Support (CAS).
 - c. Continuation Training (CT): Training to maintain proficiency and improve aircrew capabilities to perform unit missions and aircrew proficiency sorties not flown in formal syllabus missions, tests, or evaluations. It is applicable to CMR and BMC

aircrew. CT is directed by the units specific Readiness Aircrew Training (RAP) tasking which is received from the MAJCOM. CT is measured in number and types of sorties and events accomplished. All types of training mentioned in this section pertain to RAP tasking training.

d. Upgrade Training (UG): Training which is syllabus directed to qualify the aircrew in positions beyond that of the entry level of "wingman". Elements of "Upgrade Training" include: Night Vision Goggle (NVG) (certifications from wingman up to instructor), 2-Ship Flight Lead (2-FLUG), 4-Ship Flight Lead (4-FLUG), Instructor Pilot (IPUG), and Flight Examiner (SEFE). Upgrade Training may also include Functional Check Flight certification.

e. Special Capability Training: Training which is designed for specific missions and /or special equipment types. Elements of "Special Capability" instruction include (but are not limited to): Combat Search and Rescue (CSAR), Forward Air Control (Airborne) [FAC(A)], Instructor Pilot (IP), Killer Scout (KS), LANTIRN Low Altitude (CAT II), and Mission Commander (MCC).

A glossary of mission/sortie and event definitions can be found in AFI 11-2 MDS – Volume 1.

3. Assesses flight instructors, pilots and other aircrew members assigned, attached or newly acquired to the unit to determine flying background and proficiency in the Unit Equipped (UE) airplane. Plans, develops and presents comprehensive courses of instruction in both ground and flight training for pilots to achieve and maintain mission ready status. Performs as instructor, and/or flight examiner for ground training which consists of classroom academics and/or aircrew training device (ATD) (simulator) training. Performs as a flight instructor, and/or flight examiner evaluating and examining rated aircrew to assure training standards are met in these general areas: mission planning, preparation and briefing; ground operations, in-flight control, cockpit resource management and mission execution; mission debriefing and reconstruction accuracy. Determines progress and proficiency levels; provides re-qualification evaluations and directs/provides specialized remedial or additional training as necessary. Evaluates formal training directives, and develops course changes, new material, new training systems and methods.

4. Projects unit training requirements and prepares required training records. Utilizes available training aids to instruct airplane aerodynamics, aircraft systems, emergency procedures, and specific crew duties. Ensures that all applicable directives, instructions, and technical orders applicable to the aircraft and mission are current and adhered to. Reviews, analyzes, and disseminates accident reports, flying safety publications, and special interest items. Determines additional aircrew training requirements to advance aircrew proficiency while maintaining the lowest possible accident rate.

5. Maintains a thorough knowledge of airplane systems and procedures under normal, instrument, and emergency conditions to give timely and accurate instruction to aircrews in the air or on the ground. Flight training will be conducted in both day and night missions in visual and instrument conditions.

6. Briefs and instructs preflight preparations including: intelligence briefings, mission planning, weather factors, mission objectives, and other agency coordination to ensure safe flight procedures and effective mission accomplishment. Conducts comprehensive debrief of mission (to include video tape review and digital flight debriefing media) to ensure that the desired learning objectives were achieved and training rules were followed. The incumbent monitors physical capability, mental attitudes and individual problems of aircrew that may adversely affect flying performance.

7. Serves as the Air Commander's representative when performing duties as: Operations Supervisor (SUP), Supervisor of Flying (SOF), or Stand-by Duty Officer (SDO); and is responsible for the safe and efficient mission accomplishment of the unit through the use of an Operational Risk Management (ORM) program. The SUP/SOF has the authority to cancel flying activities, divert aircraft, dictate mission requirements, approve specific activities, coordinate for airport or airspace utilization with FAA, and direct emergency actions involving Unit Equipment (UE) airplanes.

8. Incumbents of these positions are subject to rotation to perform administrative tasks in any of the following Air Operations program support functional areas:

a. Standardization/Evaluation: Plans, organizes, and directs the Standardization/ Evaluation function. Prepares and administers written ground examinations, emergency procedures evaluations and conducts flight evaluations for all subjects and duties relevant to aircraft operations to certify flying proficiency/new qualifications. Conducts scheduled and unscheduled evaluations of other flight examiners, flight instructors, and aircrews. Establishes performance standards for flying proficiency and competency in accordance with USAF, ANG, and command directives. Reviews flight publications and directives for accuracy and currency. Analyzes performance discrepancies and identifies trends, recommends corrective action to higher authorities.

- b. Weapons and Tactics: Trains and evaluates proficiency and competency of aircrews in weapons and tactics. Works in conjunction with the Intelligence functional area to prepare for and conduct academic training in weapons and tactics, prepares scenarios utilizing improved tactics for aircrew upgrade and continuation training. Tests new tactics and weapons delivery procedures and makes refinements. Reviews, defines, and updates current threats and countermeasures. Briefs/instructs aircrews on existing or anticipated threat's and countermeasures. Responsible for the mission planning function and manages the System Support Representative (SSR).
- c. Training: Designs and coordinates comprehensive training plans and scenarios to provide realistic technical aircrew training. Adopts and implements policy to ensure accomplishment of all required training. Establishes training goals and objectives for tactics, weapons system employment, instrument flights and general needs, in order to provide uninterrupted progress. Analyzes post-mission debriefing and critiques to ensure accomplishment of assigned training events. Plans, coordinates, and manages unit upgrade programs for new mission capability requirements. Schedules and coordinates formal schools, simulator training, and ground and ancillary training.
- d. Scheduling: Plans, develops, and implements the unit flying schedule and flying hour program using inputs from within the Air Operations and Logistics Divisions. Coordinates the operational requirements with the Aircraft Maintenance Division, the FAA and other outside agencies. Ensure availability of resources when coordinating use of assigned and non-assigned assets to establish unit mission requirements.
- e. Plans: Develops unit deliberate planning for implementation of wartime, base and national tasking. Maintains detailed wartime and peacetime contingency plans and supplements for unit mobility, deployment, strange field operations/employment, and redeployment of the unit. Coordinates with the gaining command, NGB, and appropriate theater headquarters.
- f. Safety: Plans, organizes and administers unit flying, explosive, and ground safety programs in accordance with Air Force, ANG and OSHA directives, and applicable technical publications. Reviews and analyzes directives regulations, accident reports, safety data and local operating conditions to determine requirements for safety programs. Inspects facilities and flying operations and coordinates with appropriate agencies to ensure compliance with all applicable safety regulations and programs. Investigates accidents/incidents, determines human causes, and recommends corrective action. Coordinates with all supervisors and staff personnel concerning safety standards within individual functional areas. Performs technical analyses of safety data and recommends procedures and guidelines to ensure safe operations of all units flying and ground activities. Advises Air Commander on status of unit safety programs. The source of first level supervision is the Air/Mission Commander.
- g. Inspector General: Serves as the Wing Commander's principal advisor and provides technical expert to wing personnel on the Air Force Complaints Resolution and Fraud, Waste and Abuse (FWA) programs and the Air Force Inspection System (AFIS). Plans, directs and manages the activities of the Inspector General office, directing the Commander's Inspection Program (CCIP) and overseeing the wing's self-assessment, exercise and inspection programs. Ensures programs comply with legal and regulatory requirements and meet the needs of the organization. Identifies areas of non-compliance and confirms deficiency resolution. Inspects unit's ability to perform wartime and peacetime contingency plans and supplements for unit mobility, deployment, strange field operations/employment and redeployment of the unit according to the unit's wartime, base, state and national tasking. Coordinates with the gaining DoD/IG, SAF/IG, NGB-IG, MAJCOM IG, ANG/IG and appropriate state and theater headquarters, as required.
9. Performs other duties as assigned.

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

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.
13. Entry/retention requirements for AFS 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): [vMPE](#)
-Click on: “Self Service Actions” – “Personnel Data” – “Record Review/Update” – “View/Print All Pages”
4. **Non-104th members** 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: [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

MPCN: 112473834 AGRR O-16