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 #104-27-009

OPEN DATE: 29 OCTOBER 2026 **EXPIRATION DATE: 28 NOVEMBER 2026**

Open To: Members eligible to enlist in the Massachusetts Air Nation Guard

Number of Positions:	**4**
Position Title:	**MATERIAL MANAGEMENT**
Unit/Duty Location:	**104TH FIGHTER WING, BARNES ANGB WESTFIELD, MA 01085**
Min/Max Rank Authorized:	**AMN(E-2)-MSgt(E-7)**
Duty AFSC:	**2S071**
Retraining Opportunity:	**YES (E6 and below)**
Required ASVAB:	**A: 41 or G-44**
PULHES:	**J,3,3,3,3,3,3**
Security Clearance:	**SECRET**
Position POC:	**MSgt Paul Alvarado Santos, 413-568-9151 ext. 698-2345, paul.alvardosantos.2@us.af.mil**
Technician Advertisement:	**N/A**

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

SPECIALTY SUMMARY:

Directs materiel management activities involved in developing, operating, implementing, and analyzing manual and automated integrated logistics systems. Manages item and monetary accounting, inventory control, financial planning, and warehousing functions. Monitors and operates the Integrated Logistics Systems-Supply (ILS-S) and associated logistics systems interfaces. When assigned to combat support or enabler organizations, they provide materiel management expertise as related to ILS-S processes, accountable officer, responsible officer, and responsible person obligations. Related DoD Occupational Subgroup: 155100.

DUTIES AND RESPONSIBILITIES:

2.1. Manages materiel management activities and systems involved in requirements determination, inventory control, storage and issues of supplies and equipment.

2.2. Computes requirement, determines allowance, and researches and identifies materiel requirements. Performs operations involved in storage inspection, and identification of property.

2.3. Performs inventories and ensures timely correction of discrepancies. Inspects and evaluates inventory management activities.

2.4. Inspects and identifies property. Determines condition of property received. Performs shelf-life inspections of stock.

2.5. Develops methods and improves procedures for storing property. Plans use of storage facilities. Stores, issues, ships, and transfers property. Controls issue of classified, sensitive, pilferable, and controlled items.

2.6. Coordinates with maintenance activities on repairable component actions. Controls and issues bench stock property. Obtains material required for equipment modification, periodic component exchange and bills of material in support of maintenance. Accounts for all items contained in mobility readiness spares packages.

2.7. Provides materiel management expertise to combat support, enabler organizations and responsible officers for the proper accounting and control of specified classes of supply. Reviews and validates requirements. When required, initiates follow-up actions on materiel requirements. Coordinates equipment transfers and deployment actions with the accountable officer.

2.8. Plans and schedules for materiel storage and distribution activities.

2.9. Processes information retrievals using materiel management system databases. Manages materiel management related systems and hardware. Performs operator maintenance on materiel management related systems and hardware. Applies system security policy and procedures to prevent unauthorized changes to information. Distributes materiel management computer products.

2.10. Acts as a subject matter expert to the commander on the operation of materiel management systems and operations. Monitors Defense Data Network traffic through use of the Materiel Management Interface System. Ensures database integrity and makes necessary corrections.

2.11. Controls and operates the Remote Processing Station (RPS).

2.12. Monitors systems processing and corrects processing errors. Monitors materiel management traffic through use of the Materiel Management Interface System and takes corrective action. Maintains liaison with the Standard Systems Group, MAJCOMs, and the servicing Defense Megacenters, to identify and correct problems.

2.13. Develops database retrieval scripts for materiel management support analyses.

2.14. Operates motor vehicles and assorted materiel handling equipment.

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

3.5.2. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security.*

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

3.5.4. Specialty requires routine access to Tier 3 (T3) information, systems, or similar classified environments.

3.5.5. Completion of current T3 background investigation according to AFMAN 16-1405, *Personnel Security Program Management* is mandatory.

3.5.6. Retraining into the 2S0XX career field within the Air Force Reserves and Air National Guard is restricted to the grades of E-6 and below with less than 10 years of Total Federal Military Service.

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 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-104th Members: AF Form 422: Verified w/in 6 months from MDG: ASIMS**
6. **myFitness Individual Tracker Report: Current & passing w/ 12 months; Body Composition Rip: 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_Advertisment#)

- ☐ **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

MCPN: 0112484734, 0112484934, 0112485934, 0112484834