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 #104-27-012

OPEN DATE: 12 NOVEMBER 2026 **EXPIRATION DATE: 11 DECEMBER 2026**
Open To: NATION WIDE

Number of Positions: 1
Position Title: LOGISTICS PLANS
Unit/Duty Location: 104TH FIGHTER WING, BARNES ANGB WESTFIELD, MA 01085
Min/Max Rank Authorized: SSGT(E-5)-TSgt(E-5)
Duty AFSC: 2G071
Retraining Opportunity: NO
Required ASVAB: NA
PULHES: NA
Security Clearance: SECRET
Position POC: MSgt JEFFERY JORRITSMA, 413-568-9151 ext. 698-1161 jeffrey.jorritsma@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:

Develops, evaluates, monitors, and supervises combat support strategies, readiness, plans, and programs including battlefield preparation activities before and during conflict, force posturing and positioning, employment, sustainment, and support agreements. Related DoD Occupational Subgroup: 155100.

DUTIES AND RESPONSIBILITIES:

1. Deployment Planning & Execution.
1.1. Logistics Planners Roles and Responsibilities.
1.1.1. Performs deployment planning and execution activities and functions to include adaptive planning, Agile Combat Employment (ACE) planning, feasibility assessments, development of operational plan (OPLAN) logistics annexes, and preparation, programming, and support assessments and requirements for contingency and exercise plans. Prepares, evaluates, and implements all aspects of deployment planning, aircraft cargo and personnel dispersal, force sustainment, force recovery, materiel reconstitution, exercise planning & execution, and logistics support procedures for JRSO&I.

2. Performs and directs deployment, employment, and JRSO&I command and control processes. Effectively manages logistics information about operational reach, and battlefield situational awareness, for functions such as transportation, supply, health services, maintenance, engineering, Services, and aircraft mobility. When assigned to an Installation Deployment Readiness Cell (IDRC), establishes and operates a logistics command and control center (i.e., Deployment Control Center (DCC)) to prepare for and supervise deployment and redeployment processes. Reviews planning processes, deployment taskings, inputs, extracts, and interprets data in automated information systems which include, but are not limited to, Joint Operations

Planning and Execution System (JOPES), Deliberate/Crisis Action Planning & Execution Segments (DCAPES), Logistics Module (LOGMOD), Single Mobility System (SMS), Airlift Integrated Interface (A2I), and Integrated Computerized Deployment System (ICODES). Assists in the establishment and management of combat force bed-down, emergency action messages, and mitigation procedures. Develops crisis action procedures in conjunction with other employed organizations; integrates force command and control with applicable functional area or interagency representatives.
2.1. Staff member of the Installation Deployment Readiness Cell (IDRC). Manage all aspects of the steady-state, crisis, and exercise deployment operations (including Air Force Force Generation (AFFORGEN)) on behalf of the installation commander. Coordinates, hosts, and presents annual deployment process working groups (DPWGs), and quarterly unit deployment manager (UDM) meetings, and provides recurring deployment readiness briefings to commanders. Provides initial and recurring training for all installation and tenant unit UDMs and coordinates supplemental training requirements with public health, traffic management, air transportation, and force protection representatives according to mission command directives.
2.2. **War Reserve Materiel (WRM)**. Air Force WRM consists of enterprise-managed, dynamically positioned equipment, vehicles, and consumables, to support operations across the full range of military operations and to reduce the time required to achieve an operational capability or produce an operational effect. Pre-positioned WRM is strategically located to ensure a timely response in support of combatant commander requirements during the initial phase of an operation.
2.2.1. Logistics Planners Roles and Responsibilities.
2.2.1.1. Performs, directs, and manages apportioned WRM functions. Develops guidance and supervises administration, surveillance, and management of WRM to include mission support availability and asset management, deployment, redeployment, reconstitution, excess management, sustainment, transportation, and transfers as applicable to mission requirements.
2.2.1.2. Provides initial and recurring training for installation WRM Managers (WRMMs), analyzes WRM reports to validate constraints and develop mitigation planning factors, and validates WRM deficiencies. Coordinates, hosts, and presents WRM Review Boards. Ensures WRMMs inspect, maintain, mark, document, inventory, and store WRM appropriately to ensure materiel is maintained in operational order.
2.2.1.3. Identify and report WRM related shortfalls and limiting factors to higher headquarters and actively advocate for resource requirements (e.g. manpower, funding, storage facilities, etc.).

2.3. **Support Agreements.** DoD and AF policies direct that support agreements be developed between affected Suppliers and Receivers to document recurring support to provide the unit commander with the capability to ensure resources are expended wisely and to help eliminate unnecessary resource duplication. Support agreement may be used to augment contingency documents such as BSP, Programming Plans and OPLANs, Concepts of Operations (CONOPs), Installation Deployment Plans (IDPs), Emergency Plans, etc.
2.3.1. Logistics Planners Roles and Responsibilities.
2.3.1.1. Manage the installation’s support agreements program to ensure quality, efficiency, and effectiveness in providing or obtaining support through agreements with suppliers, host units, joint services, other DoD agencies, and international partner nation military representatives. Ensures the effective performance of responsibilities and functions assigned to supplying and receiving units and enforces installation commander support agreement approval processes and training requirements. Establishes processes for negotiating impasses and/or disputes and provides initial and recurring training for unit Functional Area Agreement Coordinators (FAACs) to include supplemental training from installation comptroller and legal representatives.
2.3.1.2. Agreements program management responsibilities may include requirements to execute international, inter-agency, intra-agency, and international agreements, and mutual logistics support via ACSAs.
2.3.1.3. Documents, records, and reports agreements per DoD and Air Force policies and procedures. Creates and publishes installation support agreement catalogs and ensures required agencies such as legal, engineering, force protection, manpower, and finance conduct reviews of agreement support categories.

2.4. **Base Support Plans (BSP)**. A BSP is primarily developed for main operating bases or collocated operating bases with a permanent Air Force presence. Expeditionary Site Planning (ESP) and Site Surveys are an integral part of the ESP process. Information gathered during a survey on a site's resources and capabilities are captured to assist commanders with making initial bed-down decisions at locations without a permanent Air Force presence.
2.4.1. Logistics Planners Roles and Responsibilities.
2.4.1.1. When assigned to a main operating base, serves as the Installation BSP Manager to ensure the installation BSP is developed and maintained. This includes managing the Base Support and Expeditionary (BaS&E) site planning program and training unit representatives who have been appointed as Functional Data Managers (FDMs).
2.4.1.2. Collects and reviews functional category and chapter data from subject matter experts (SMEs)/FDMs for completeness and validates identified limiting factors and shortfalls. Coordinates, schedules, and manages the BSP Committee (BSPC), which is chaired by the Wing Commander. Attendees of the BSP Committee include the Installation BSP Manager, Wing Leadership (Squadron and Group Commanders), FDMs, and tenant unit representatives who have equities with the installation or expeditionary site. Schedules and executes BSP Working Groups (BSPWGs) to ensure FDMs and other selected subject matter experts are maintaining the installation's BSP in accordance with appropriate planning cycles, installation mission objectives, and mandatory regulations.
2.4.1.3. Collects pre-site survey, site survey, and post-site survey data for an in-depth feasibility assessment to identify the forward operating site's suitability for current and/or future missions. Leads site survey teams, hosts expeditionary site working groups and assists with the determination of expeditionary site planning and site survey requirements associated with named operations or future operations. Provides data related to threat assessment, antiterrorism, integrated base defense capabilities, airfield suitability assessments, pavements evaluations, and bed-down assessments.

2.5. **Adaptive Planning.**
2.5.1. Logistics Planner Roles and Responsibilities.
2.5.1.1. Reviews, analyzes and interprets DOD and Air Force policies to include the development and management of Unit Type Codes (UTCs), readiness reporting, and conducting force posturing and analysis activities crucial to the management and execution of Air Force readiness programs.
2.5.1.2. Analyzes and interprets policies and monitors competitive sourcing to determine impacts to the installation or unit's ability to execute operations and deployment requirements. Integrates personnel policies and strategic objectives through the development and coordination of plans and programs supporting operations.
2.5.1.3. Performs analysis, assessments, and validation of installation and/or unit wartime capabilities by conducting force management activities and day-to-day management of wing deployment functions.

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 2G0XX 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: 0112451034