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 #104-27-011

OPEN DATE: 12 NOVEMBER 2026 **EXPIRATION DATE: 11 DECEMBER 2026**

Open To:	**MEMBERS OF THE MA ANG**
Number of Positions:	**1**
Position Title:	**QUALITY ASSURANCE SPECIALIST (ACRFT STUCTL MAINT)**
Unit/Duty Location:	**104TH FIGHTER WING, BARNES ANGB WESTFIELD, MA 01085**
Min/Max Rank Authorized:	**TSgt(E6)-TSgt(E-6)**
Duty AFSC:	**2A773**
Retraining Opportunity:	**NO**
Required ASVAB:	**NA**
PULHES:	**NA**
Security Clearance:	**SECRET**
Position POC:	**SMSGT JOHN YATES, 413-568-9151 ext. 698-1711, john.yates.7@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:

Serves as the Office of Primary Responsibility (OPR) for wing maintenance policy, advising supervisors and employees on both general policy and specific maintenance matters. Makes decisions and recommendations on technical concerns presented by supervisors. Utilizes a comprehensive knowledge and ability to interpret Air Force Instructions, Technical Orders, engineering drawings, product specifications, Air Force Occupational and Health (AFOSH) and environmental standards, public law, and locally developed policy.

DUTIES AND RESPONSIBILITIES:

1. Maintenance Standardization Evaluation Program (MSEP): Administers, evaluates, and coordinates a comprehensive quality assurance, maintenance standardization, and inspection program for all areas of the maintenance organization, all maintenance disciplines, job series and Air Force Specialty Codes (AFSCs). Evaluates the quality of maintenance accomplished in the maintenance organization and performs the necessary quality functions to execute the MSEP, designed to provide management an objective sampling of both the quality of equipment and the proficiency of maintenance personnel. Ensures the maintenance organization meets its responsibility for air-worthy aircraft and component quality for a broad and complex production workload, e.g., highly advanced aircraft, aircraft systems, avionics systems, electronic equipment, aircraft structures, composites, life-safety systems, armament, munitions, and other areas of similar complexity. Participates in a review of the organization's quality plans, procedures and practices to assure adequacy and compliance to local and higher-level directives.
2. Executes the evaluation program and accumulates data using Inspection and Evaluation techniques such as Task Evaluations, Quality Verification Inspections, Special Inspections, Personnel Evaluations and Management Inspections. Monitors and assesses the organization's quality program and elements of the program to gauge compliance with directives and established processes. Identifies deficiencies, implements corrective measures, and improves processes to enhance mission effectiveness and efficiency. Ensures safety,

security, and Consolidated Tool Kit (CTK) programs are followed in accordance with applicable regulations and public law through the routine inspection of work centers.

3. Utilizes data collection techniques and procedures for evaluation, inspection, and audit programs, evaluates the results and determines the appropriate and effective method and format for presentation to higher-level management. Performs statistical analysis (e.g. normal distribution, averages, means, standard deviations, trending, root cause analysis, etc.) using standard statistical quality control methods. Utilizes inspection and evaluation techniques, statistical methods, mathematics, production management, industrial management, and database management skills to perform root cause, deficiency and trend analysis. Utilizes these analyses to validate and update Acceptable Quality Levels (AQLs), frequency changes to Routine Inspection Lists (RILs), and recommendations for corrective maintenance practice action. Manages an array of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking. Analyzes defect/failure quality data to detect unsatisfactory trends or weaknesses in the qualiy inspection system and recommends corrective and preventative action. Investigates major problem areas, identifies causes of problems, coordinates corrective action and when required, follows up on action taken to determine effectiveness. Assesses unit Reliability and Maintainability (R&M) concerns to determine if reported R&M deficiencies are caused by unit factors and local conditions versus those beyond the unit's control. Conducts R&M working group meetings with supervisors and specialists when it is determined beneficial to solicit ideas to enhance product improvement and submit recommended changes to technical working groups, Product Improvement Working Groups, or maintenance conference working groups

4. Collaborates with the Maintenance Group Commander, Maintenance Squadron Commanders, and Quality Assurance Supervisor to plan, develop, implement, inspect, and report numerous critical compliance issues and review the Configuration Management (CM) programs. Manages the Wing Foreign Object Damage and Dropped Object Prevention Program (DOPP) to ensure a sound prevention program is in place to eliminate potential life safety hazards. Administers and manages the Maintenance Complex responsibilities of the Functional Check Flight (FCF), Operational Check Flight (OCF), and High Speed Taxi-check Programs. Determines the requirements for and scope of an aircraft FCF or OCF. Performs a critical review of the FCF results with the FCF pilot to determine the airworthiness of the aircraft and subsequently releasing aircraft for normal flights. Collaborates with the Vice Commander and Operations Group Commander regarding the Functional Check Flight, Foreign Object Damage, and Dropped Object Prevention Programs.

5. Serves as the Aircraft Weight and Balance program manager utilizing complex computer based programs, data bases, electronic weighing apparatus, and integrated weight and balance computers for the Wing to maintain strict accounting of aircraft weight and balance for safe flight operations. Recommends decertification of configuration loads that exceed the safe for flight envelope or ground gross weight restrictions. Manages the unit aircraft and equipment impoundment program by thorough investigation of aircraft or equipment anomalies that generated the impoundment. Manages the unit chaffing program. Monitors and tracks instances of wire, harness, and metal line/tube chafing by inspecting a randomly selected sample of assigned aircraft. Develops local chafing inspection work cards for periodic, pre-flight, thru-flight, and basic post-flight inspections and evaluate wire and harness chafing problems identified through One Time Inspections (OTI) and maintenance cross-tell reports. Manages the aircraft hot-refuel/aircraft-to-aircraft program. Maintains all hot refuel/aircraft-to-aircraft site certification documentation and a master listing of all hot pit/aircraft-to-aircraft sites. Develops Hot Pit and Hot Aircraft-to-aircraft unit checklists. Conducts Over-G and Over-speed analysis to determine what follow-on inspections are required before the aircraft can be returned to service. Conducts a thorough investigation to ensure the aircraft is airworthy. Serves as a quality representative to Pre-Production and Production Planning Teams to ensure all aspects of the production effort are in compliance with local and higher headquarters regulations and directives. Serves as a technical consultant to production area managers on issues related to quality, military specification and international quality standards such as the International Organization for Standardization (ISO9000) and the American National Standards Institute (ANSI) etc.

6. Reviews wing depot-level assistance requests developed in accordance with tech orders. Reviews for adequacy and submits engineering disposition requests to the System Program Office (SPO). Serves as the

unit point of contact regarding all engineering disposition requests. Ensures all authorized technical data variances are submitted to Plans & Scheduling for inclusion in the aircraft/equipment historical records. Coordinates and works with the engineering functions at the ALC and Air Force Material Command (AFMC) to insure quality assurance plans interface. Coordinates requested actions to comply with engineering changes requests as necessary. Develops procedures for acceptance inspections to determine equipment condition and adequacy of depot or contract maintenance. Reviews depot/contractor maintenance contract requirements. Reports discrepancies found during acceptance inspections. Controls the access, use, and disposition of engineering drawings utilized by maintenance personnel to execute maintenance repair procedures. Coordinates with the appropriate ALC Item Manager for approval/disapproval, the use of engineering drawings in the repair of "Safety of Flight" equipment.

7. Prepares and reviews Product Quality Deficiency Reports (QDR) prior to releasing to the Air Logistics Center (ALC) or Aircraft Sustainment Group and performs exhibit-processing oversight by coordinating with ALC and Logistics Readiness Squadron to ensure proper exhibit control and handling.

8. Serves as the authority for determining applicability of Time Compliance Technical Orders (TCTO) and One Time Inspections (OTI). Reviews and determines the applicability, completeness, accuracy and of TCTOs and OTIs to unit maintained equipment, notifies the Maintenance Operations Center (MOC), and monitors expended man-hours and the quality of unit compliance actions. Determines surveillance and evaluation coverage based on the complexity of the TCTO/OTI as well as to the criticality of the system or the component to be modified. Monitors the quality of the first job and performs kit proofing as required. Develops, evaluates, and implements OTI's to verify the existence of suspected equipment conditions or malfunctions. Ensures proper implementation of the OTI. Coordinates, processes and manages through administrative actions the OTI program with ALC.

9. Manages the Technical Order Improvement Program and Suggestion Program for the wing. Ensures a critical evaluation is performed, and forms are properly completed. Coordinates requests for approval and use of locally designed tools or equipment that carry loads, change torque, or present potential damage to government resources. Maintain records of all approved locally designed tools and equipment, including pictures or drawings, a description of the use for each item, and the owning work center.

10. Executes a Quality Assurance Surveillance Plan (QASP) to monitor Contractor Logistic Support (CLS) aircraft or Contract Field Team (CFT). Serves as the government's on-site Quality Assurance Representative (QAR) and is the liaison between contractor and government personnel. Coordinates, processes, and reviews documents required to successfully implement the contract and completes administrative actions. Evaluates the contractors' ability to fulfill the requirements of the contract statement of work, documents contract deviations and provides those to the site manager for necessary corrective actions and coordination. Ensures compliance with acceptance inspection reporting requirements on aircraft returning from depot or contract maintenance.

11. Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance capabilities and compliance. Participates in conferences, seminars, or study groups as the aircraft maintenance representative for the Wing or NGB. Maintains contact with the Aircraft Sustainment Group to achieve reliability, maintainability, and supportability of changing equipment or subsystems.

12. Manages and conducts quality verification inspections and surveillance inspections of conventional weapons systems and components. Conducts management compliance inspections of the munitions activity to include records, storage, disposal, material deficiency reporting, TCTO compliance, safety requirements etc. Reviews the practices, policies and procedures relating to storage, supply, and transportation of munitions and conventional weapons.

13. 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).

SPECIAL REQUIREMENTS

3.5.4.1. No record of conviction by a civilian court for offenses involving larceny, robbery, wrongful appropriation, or burglary, or fraud.

3.5.4.2. Never received nonjudicial punishment under the Uniform Code of Military Justice (UCMJ) for offenses involving acts of larceny, wrongful appropriation, robbery, or burglary or fraud as delineated in UCMJ Articles 121, 122, 129, and 132 or never been convicted by military courts-martial for these same offenses.

3.5.5. 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.

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. 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; Body Composition Rip: myFitness

6. Last 3 EPRs: PRDA

Right click each hyperlink – Copy Link Location – Paste and Go in Web Browser

☐ **Applications must be submitted by Ticket System or email NLT 2359 on the advertisement expiration date.**

☐ **All required documents must be submitted as one *PDF (no portfolios) to: 104th Members How to Submit an AGR Package or Non- 104th members 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: 0112466834