



**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 #104-23-013

OPEN DATE: 27 OCTOBER 2022

EXPIRATION DATE: 10 NOVEMBER 2022

Open To: Mass ANG Members only with AFSC 2R051.

Number of Positions: 1
Position Title: MX MANAGEMENT ANALYSIS ASSISTANT
Unit/Duty Location: 104th Fighter Wing, Westfield, Massachusetts 01085
Minimum/Maximum Grade Authorized: SrA/E4 – SSgt/E5
Duty AFSC: 2R051
Required ASVAB: N/A
Security Clearance: T3
PULHES: N/A
Position POC: Capt Allen Magdycz, 413-568-9151 ext. 698-1678
allen.magdycz.1@us.af.mil

Technician Advertisement Refer to: N/A
HRO Remote: 413-568-9151 ext. 698-1290 / 698-2509 // 104FW.HROREMOTE@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES
****MUST PROVIDE PROOF OF COVID VACCINATION BEFORE COMING ON BOARD****

SPECIALTY SUMMARY:

Central Agency for monitoring and developing strategies for aircraft and equipment management to sustain the health of the fleet. Initiates studies and investigations, and performs statistical analysis. Provides findings and recommendations to managers and senior leaders. Presents information to help senior leadership assess the health of the units' weapon systems and equipment. Informs managers of significant factors affecting the mission and unit readiness. Manages and operates maintenance management information systems (MIS). Related DoD Occupational Subgroup: 155800.

DUTIES AND RESPONSIBILITIES:

1. Analyzes deficiencies in areas such as equipment performance, materiel consumption, scheduling, management, and resources; their impact on the maintenance mission; and results of corrective actions. Collects and maintains maintenance information system data for use in analysis reports, studies, and problem identification. Periodically audits source data for accuracy, timeliness, and compliance with directives. Uses statistical techniques, interprets findings from data, identifies trends and significant deviations, and recommends corrective action. Coordinates with maintenance agencies on fleet health issues (i.e PS&D, MOC, Engine Management). Prepares visual media for analysis studies. Prepares written reports and special studies, and presents recommendations and briefings to senior leaders.
2. Controls, manages, and maintains MISs. Coordinates, develops, and schedules MIS products, retrievals, and other programs. Identifies problems and recommends corrective actions related to MIS operation and maintenance. Coordinates with appropriate information management and processing centers to ensure automated systems capability and compatibility with customer requirements are met. Focal point to validate and track MIS requirements and enhancements. For higher headquarters approval.

LENGTH OF TOUR

Initial AGR tour orders are probationary. The probationary period will be a minimum of three years and maximum of six 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. Must meet any Special Requirements as specified in the Position Description.
5. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.
6. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
7. 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. Entry/retention requirements for AFSCs are outlined in the AFECD/AFOCD.

APPLICATION REQUIREMENTS

1. NGB Form 34-1, signed (<https://www.massnationalguard.org/index.php/careers/available-positions.html>)
2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF); <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>)
3. AF Form 422: Must be obtained and verified within 6 months from your Medical Group
4. myFitness Individual Tracker Report: Current, passing within 12 months
<https://myfss.us.af.mil/USAFCommunity/s/login/?ec=302&startURL=%2FUSAFCommunity%2Fs%2F>)
5. SF 181, Ethnicity and Race Identification (<https://www.massnationalguard.org/index.php/careers/available-positions.html>)
6. Pre-Employment Reference Check Form
(<https://www.massnationalguard.org/index.php/careers/available-positions.html>); not required for permanent on-board AGRs)
7. Last 3 EPRs (AFPC Secure, PRDA; <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>)

- Applications must be submitted by email NLT 2359 on the advertisement expiration date
- Include ONLY the documents listed above
- If submitting application by email, all required documents must be submitted as **one .pdf file (no adobe portfolios please)** to 104fss.agrjobapps.org@us.af.mil

SUBJECT LINE OF EMAIL SUBMISSION MUST CONTAIN FULL BULLETIN NUMBER

***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.***