

**MASSACHUSETTS NATIONAL GUARD  
FULL-TIME MILITARY TOUR (AGR)  
VACANCY ANNOUNCEMENT**

**HUMAN RESOURCES OFFICE  
2 RANDOLPH ROAD  
HANSCOM AFB, MA 01731-3001**

**NUMBER: 104-18-04 (AGR)      EXPIRES: 05 DECEMBER 2017      DATED: 5 NOVEMBER 2017**

- 1. ELIGIBILITY:** The following **CAT II** AGR position is available to **all current members assigned to the 104th Fighter Wing**. Applications will be accepted at the individual's servicing Military Personnel Flight (MPF) until 2359hrs on the expiration date of this announcement.

<b>Position:</b> SUPERVISORY QUALITY ASSURANCE SPECIALIST	<b>Location:</b> 104th FW 175 Falcon Drive, Westfield, Massachusetts 01085
<b>Min Grade:</b> SMSGT/E-8 <b>Max Grade:</b> CMSGT/E-9	<b>AFSC:</b> 9G100
<b>Unit POC:</b> Lt Col Michael Dibrindisi, 698-1301, Comm: (413) 568-9151 Ext: 698-1301 <b>Email:</b> michael.j.dibrindisi.mil@mail.mil	<b>AGR Branch POC:</b> MSgt Heather Dragon DSN: 698-1290 Comm: (413) 568-9151 Ext: 6981290 <b>Email:</b> <a href="mailto:usaf.ma.104-fw.list.104fw-hroremote@mail.mil">usaf.ma.104-fw.list.104fw-hroremote@mail.mil</a>
<b>Salary:</b> Full-time Military Pay & Allowances	<a href="http://www.thenationsfirst.org/">http://www.thenationsfirst.org/</a>

**CONTINGENT UPON THE AVAILABILITY OF FUNDS & RESOURCES  
\*CONTINGENT UPON AN E-8/E-9 CONTROLLED GRADE\*  
FOR TECHNICIAN ADVERTISEMENT REFER TO: MA-10073116-AF-18-006**

**2. QUALIFICATIONS:**

- a. The intent of the AGR program is to assess AFSC qualified individuals. However, any applicant selected who does not possess the AFSC, must sign an agreement to retrain.
  - (1) If the Airman fails to successfully complete the required formal training IAW AFI 36-2201, Volume 2, *Air Force Training Program-Training Management* and AFI 36-2101, *Classifying Military Personnel (Officer and Enlisted)* or fails to attend the first available course without permission from the commander or supervisor due to exceptional circumstances, the individual will be removed from AGR status.
- b. Applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy **within 36 months of assignment** to apply for an AGR position (If applicable).
- c. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123, Medical Examinations and Standards, Attachment 2, Medical Evaluation for Continuation Military Service. Medical examinations must be conducted not more than 24 months prior to entry into AGR duty; an AF Form 895 must be completed if the medical examination is more than 30 days old; an HIV test must be completed within six months prior to the tour start date.
- d. AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program* until superseded by AFI 36-2905, *Fitness Program*. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program.
- e. To accept an AGR position, applicant may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian). Individuals receiving or eligible to immediately receive a federal annuity and individuals receiving or eligible to immediately receive a state annuity for service as National Guard technicians are not eligible for entry on any type of AGR tour IAW ANGI 36-101.

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- f. To accept an AGR position, an applicant's military grade cannot exceed the maximum military grade authorized on the fulltime manning document for the advertised position. Applicants who are overgrade must indicate in writing a willingness to be administratively reduced in grade if selected to the position.
- g. Applicants, if selected, who are not able to complete 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101, Attachment 3.
- h. An individual must not have been previously separated for cause from active duty or a previous AGR tour.
- i. Military technicians may not convert in-place to AGR status. An incumbent military technician may only change to AGR status in conjunction with selection for a different fulltime position, defined as a fulltime position with a different position number.
- j. Members must remain in the position to which initially assigned for a minimum of 24 months.

### 3. APPLICATION PROCEDURES:

Applicants must turn in the following:

- (1) NGB Form 34-1 <http://www.thenationsfirst.org/assets/ngb-form-34-1.pdf>
- (2) Current **Individual Records Review List (RIP)** from vMPF
- (3) Most recent **Report of Individual Fitness (with a minimum composite score of 75)** from AFFMS
- (4) **SF 181 – Ethnicity and Race Identification (Mandatory)**  
<http://www.thenationsfirst.org/assets/sf-181.pdf>
- (5) **AF FORM 422 (REQUIRED FOR ALL - Verified by MDG within 6 months)**
- (6) Last three **EPRs (If applicable)**
- (7) **CORI documents** <http://thenationsfirst.org/available-positions.html>
- (8) **Copy of the front and back of your driver's license**
- (9) **Pre Employment Reference Check Form** <http://thenationsfirst.org/available-positions.html>
- (10) **Retraining Acknowledgement Document (if do not hold advertised AFSC)**

**\*Please visit the 104<sup>th</sup> FW SharePoint, MSG > FSS > Human Resources > AGR Job Documents section to retrieve blank forms\***

- a. Submit forms to the HRO representative at their servicing Manpower and Personnel Flight (MPF). If you are not currently a member of the 104<sup>th</sup> Fighter Wing, please scan and email your AGR application to the AGR Branch POC above ([usaf.ma.104-fw.list.104fw-hroremote@mail.mil](mailto:usaf.ma.104-fw.list.104fw-hroremote@mail.mil)). Applications must arrive to the AGR Branch POC **NO LATER THAN 2359 HOURS ON THE EXPIRATION DATE OF THE BULLETIN**. Any applications that arrive to the AGR Branch POC after 2359 hrs will be returned without action. **APPLICATIONS SENT DIRECTLY TO THE HRO WILL BE RETURNED WITHOUT ACTION.**
- b. MPF will certify that the applicant is/is not eligible in accordance with ANGI 36-101. Non-qualified applicants will be notified as soon as possible after receipt of their application by the HRO. All other applicants will be notified within 30 days after the completion of the selection board.

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**4. JOB DESCRIPTION:**

1. Plans, organizes, and oversees the activities of the Quality Assurance Division. Develops goals and objectives that integrate organization and Quality objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, and implement quality improvements in response to concerns with regulatory compliance. Plans work for accomplishment by subordinates, sets and adjust short-term priorities if necessary. Evaluates requirements for additional resources. Balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and advises the Maintenance Group Commander on required actions to implement such changes. Provides training and experience to the workforce with regard to sound maintenance practices of the aircraft and associated equipment, and knowledge and capability in the military mission, and aircraft. The aircraft are part of the military mission, daily flying training, and support of the assigned Air Force Total Force operations. Manages the maintenance and inspection effort involved in keeping aircraft in an airworthy - combat readiness state, to include capability to carry out daily flying missions and ensure all maintenance operations are executed safely and in accordance with published guidance.

2. Plans work to be accomplished by subordinates. Makes decisions on work problems presented by subordinate personnel. Establishes and develops performance standards. Evaluates subordinate personnel. Establish employee work schedules, deadlines, and production/inspection priorities based on aircraft maintenance status, aircraft mission requirements and other demand needs. Determine how many jobs can be accomplished concurrently with the available manpower and resources. Develops methods and procedures, reviews the work of subordinates in progress and upon completion to ensure that they have met the defined quality and quantity standards. Resolve technical problems of subordinate personnel. Selects candidates for the Quality Assurance Specialist and Technical Order Distribution Office (TODO) positions, taking into consideration skills and qualifications, mission requirements, Equal Employment Opportunity (EEO) and diversity objectives. Provides for employee development and training to ensure all assigned personnel are fully capable of executing a flawless inspection plan and perform their wartime tasking. Explains performance expectations to subordinates and provides regular feedback on strengths and weaknesses. Recommends within-grade increases, approves overtime and employee travel. Recommend awards for personnel and changes in position classification to higher level managers. Hears and resolves grievances and employee complaints. Reviews disciplinary cases and problems involving subordinate employees and determines required action. Approves leave for subordinates and ensures adequate coverage in peak workloads and traditional holiday vacation time. Demonstrate sensitivity to ideas of subordinates. Ensures actions taken directly; as well as those by subordinates promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Supports equal employment opportunity and labor management relations programs. Encourage self-development. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Discharge safety and security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates.

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3. Manages, reviews and develops 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 comprehensive knowledge and ability to interpret Air Force Instructions, Technical Orders, engineering drawings, product specifications, Air Force Occupational Safety and Health (AFOSH) environmental standards, public law, and locally developed policy. Evaluates and assesses complex systems, subsystems, integrated systems/subsystems, or components for conformance to applicable technical data, engineering drawings, standards and specifications. Establishes and develops performance checklists and metrics. Reviews and approves local operating instructions to supplement regulations and manuals of higher echelons in the area of aircraft and aircraft systems quality assurance. Reviews all Operating Instructions (OIs) to ensure locally published instructions are technically accurate, complete and consistent with Air Force and Major Command policy. Ensures coordination with affected commanders and ensures the instruction is published as a wing operating instruction.

4. Maintenance Standardization Evaluation Program (MSEP): Manages the Maintenance Standardization Evaluation Program (MSEP), which provides the Maintenance Group Commander and maintenance managers the visibility to assess and improve the proficiency of the work force, facilitate continuous process improvement, and provide the customer with high quality aircraft and components on time. Directs the administration, evaluation, and coordination of 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). This is to ensure the 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. Periodically reviews the organization's quality plans, procedures and practices to assure adequacy and compliance to local and higher-level directives. (a) Manages critical assessment programs such as; Unit Self Inspections, Maintenance Standardization, Operational Readiness, Unit Compliance Inspections, and Staff Assistance Visits (SAVs). Responsible for the development and maintenance of organizational level checklists. Ensures metrics are established and monitored to assess key result areas for successful mission accomplishment including, but not limited to, items where non-compliance would affect system reliability or result in serious injury, loss of life, excessive cost, or litigation. (b) Manages the organization's quality program and elements of the program to gauge compliance with directives, assess established processes, identify deficiencies, implement corrective measures, and improve processes to enhance mission effectiveness and efficiency. Oversees the Consolidated Tool Kit (CTK) program. Manages the safety and security quality maintenance programs in accordance with applicable regulations and public law.

5. Ensures personnel use proper data collection techniques and procedures for evaluation, inspection and audit programs and a number of related databases and spreadsheets to capture and catalog data elements for trending, cross-tell, and benchmarking. Reviews as necessary defect/failure quality data to detect unsatisfactory trends or weaknesses in the quality inspection system and reviews recommended corrective and preventative action. Investigates and reviews reports if necessary, on major problem areas found which identified causes of problems. Reviews corrective action when required and follows up on action taken to determine effectiveness.

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6. Directs and controls the management of the Technical Order Improvement Program and Suggestion Program for the wing. 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 a technical review of disapproved Air Force Technical Order forms to determine whether to submit to technical working groups (e.g., PIWG, MDS maintainer's conferences). Chairs 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.

7. Manages critical compliance and configuration management programs. Oversees 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. Oversees the Maintenance Complex responsibilities of the Functional Check Flight (FCF), Operational Check Flight (OCF), and High Speed Taxi-check, Foreign Object Damage, and Dropped Object Prevention Programs.

8. Manages the Aircraft Weight and Balance, aircraft and equipment impoundment, chaffing, aircraft hot refuel/aircraft-to-aircraft, Product Quality Deficiency Report (QDR), and Over G/Over-speed analysis programs.

9. Oversees and approves wing depot-level assistance requests. Reviews as necessary engineering disposition requests to the System Program Office (SPO). Serves as the unit functional expert regarding all engineering disposition requests.

10. Manages the Time Compliance Technical Orders (TCTO) and One Time Inspections (OTI) process. Reviews the applicability of TCTOs, and OTIs to unit maintained equipment, 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.

11. Manages the Quality Assurance Surveillance Plan (QASP) to monitor Contractor Logistic Support (CLS) aircraft or Contract Field Team (CFT) as the government's on-site Quality Assurance Representative (QAR).

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12. Represents and speaks for the Maintenance Group Commander with representatives of the National Guard Bureau, System Program Office (SPO) and internally within the Maintenance Complex on issues relating to maintenance processes, procedures, and policies. Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance quality and compliance and to ensure timely exchange of pertinent technical, managerial, and compliance-related information. The organizational situation of the incumbent requires most dialogue and correspondence at Base, ALC and Major Command level. Position requires contact with other Quality Assurance Divisions, Program Directors, Air Force Materiel Command (AFMC) Centers, other flying units and their Major Commands. Partners with the Maintenance Group Commander, as well as squadron commanders in planning and implementing a sound compliance-oriented quality assurance program in the maintenance organization. Participates in conferences, seminars, or study groups as the aircraft maintenance representative (subject matter expert) for the Wing or Group. Maintains contact with the Aircraft Sustainment Group to achieve reliability, maintainability, and supportability of changing equipment or subsystems.

13. Serves as the primary technical consultant to production area managers on issues related to quality, military specification, and international quality standards such as the International Organization for Standardization

14. Collaborates with the Maintenance Group Commander and other squadron commanders to plan, develop and implement numerous long term plans to include; Aircraft Modification Plan, Depot Input Plan, force management, weapon system conversions, base supplements, Aerospace Expeditionary Forces (AEF).

15. Manages the entire maintenance quality assurance program and the establishment of procedures for monitoring the quality of products in a maintenance environment using a broad knowledge of end items, systems, including quality characteristics and a comprehensive knowledge of manufacturing methods, special processes, interrelationship of various parts, systems, subsystems and end item components. Resolves the difficult and complex work assignments utilizing a broad knowledge of Higher Headquarters regulations and instructions, PDM work specifications, local directives including Quality Plans, Technical Orders, Military Specifications, and International Commercial Practices such as ISO 9000, to include a broad knowledge of electronic equipment and systems, manual and automatic flight controls, airframe, landing gear, pneudraulics, armament, munitions, and jet engine propulsion and associated systems. Develops an evaluation plan and prevention effort to minimize risk and prevent damage to equipment, structures, weapons systems, or injury to personnel through a comprehensive knowledge of the body of laws, regulations, policies and procedures relating to aircraft maintenance, ground, explosive and flight safety, occupational heath and environmental compliance.

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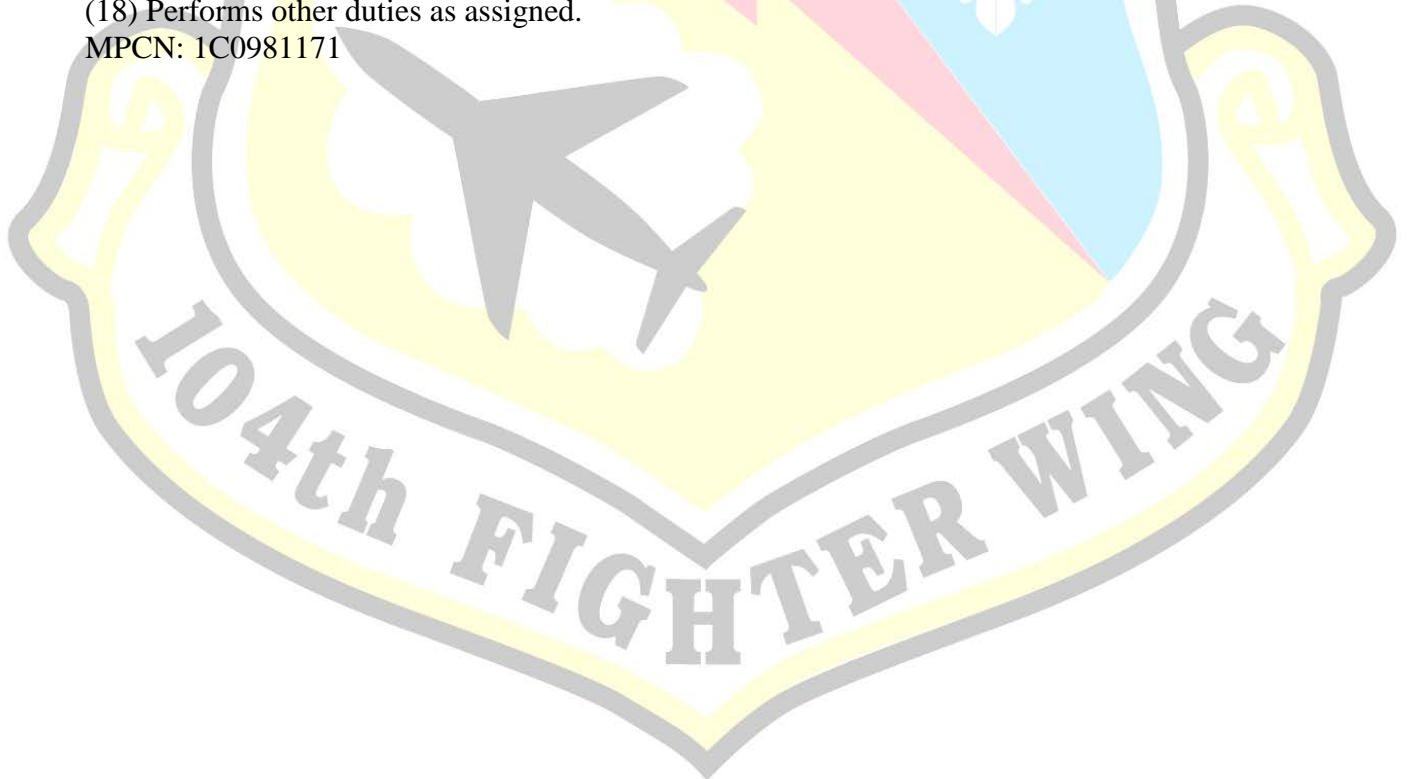
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16. Manages and plans a quality assurance program using a variety of accepted quality assurance procedures such as statistical computations and data collections. Reviews the computerized methods and recommends adjustment of procedures accordingly, Acceptable Quality Levels (AQLs), Routine Inspection Lists, and the parent inspection plan using a comprehensive knowledgeable of inspection and evaluation techniques, statistical methods, mathematics, production management, industrial management, and database management skills to perform root cause, deficiency, and trend analysis. Reviews written quality or inspection procedures for adequacy, and evaluating the implementation and effectiveness of quality/inspection systems, including sampling plans. Analyzes quality data to detect unsatisfactory trends or weaknesses in the inspection plan/system. Plans, implements and monitors the computerized methods and statistical quality assurance techniques for analyses for the repair/modification quality. Reviews and Interprets technical data and engineering specifications while executing technical support or evaluation activities utilizing a comprehensive knowledge of a wide range of aircraft maintenance disciplines, Job Series and Air Force Specialty Codes (AFSC). Reviews engineering specifications and drawings to identify critical verification/inspection points, manufacturing requirements, and operational characteristics of components and airframe systems to include life safety considerations.

17. Skill in using various computer and software applications to include but not limited to: word processing programs, spreadsheets, email services, databases and database management.

(18) Performs other duties as assigned.

MPCN: 1C0981171



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