

# ALABAMA AIR NATIONAL GUARD

## ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<b>ANNOUNCEMENT NUMBER:</b> 16-024 (Statewide)	<b>OPEN DATE:</b> 26 August 2016	<b>CLOSE DATE:</b> 27 September 2016
<b>POSITION TITLE:</b> Information Technology Specialist (SYSADMIN)	<b>FUNC CODE:</b> 380036	<b>PEC #:</b> 55208G
<b>AFSC:</b> 3D190	<b>GRADE:</b> MSgt/(E7) - SMSgt/(E8)	<b>UMDA POSITION #:</b> 3401028290
<b>UNIT/LOC/SELECTING OFFICIAL:</b> 117 Air Refueling Wing, Birmingham, AL Lt Col Jon M. Taylor		

**DUTIES & RESPONSIBILITIES:**

Develops, modifies, and tests overall system backup and recovery strategies for assigned systems. Serves as a technical focal point for the installation and configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems. Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Serves as a technical focal point on multiple operating systems and computer platforms. Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities. Implements systems software changes, operating system releases and maintains the operational status of systems. Performs security management in accordance with National Guard Bureau (NGB) regulations and state policies. Implements state policy relating to systems storage requirements. Provides input to the state Continuity of Operation Plan (COOP) procedures for system disaster recovery. Troubleshoots problems and implements changes on multiple computer platforms. Plans and schedules the installation of new or modified hardware, operating systems, and software applications. Performs other duties as assigned. On-Board AGR personnel do not have to meet initial entry criteria.

Job announcement, AGO Form 198, and AGR Eligibility Checklist are on the HRO website @ [www.al.ngb.army.mil](http://www.al.ngb.army.mil)

**QUALIFICATION/ELIGIBILITY REQUIREMENTS:**

Applicant must be a member in the Alabama Air National Guard.  
 Applicant should be able to complete 20 years of active duty service prior to mandatory separation.  
 Must meet the ASVAB scores for this position.  
 Applicant must meet physical qualifications outlined in AFI 48-123, Attachment 2, Medical Examination and Standards.  
 Applicant must meet weight requirements at the time of entry into the AGR program. Any member on the ANG Weight Management Program is ineligible for entry into AGR Status.  
 Officers must meet the entry-level AFSC qualification criteria outlined in AFMAN 36-2105 for the duty AFSC compatible with the UMDA position.  
 Applicant must not be eligible for or be receiving an immediate Federal Retirement Annuity (military or civilian).

**APPLICATION PROCEDURES (following must be submitted)**

1. Complete NGB Form 34-1 (dated 20131111 or newer) and sign. **(FAX copies will not be accepted.)**
2. All applications **must be** submitted with the new AGR Eligibility Checklist in ANGI 36-101 dated June 2010 verified by the appropriate Military Personnel Flight (MPF). Provide an AF Form 422 (Physical Profile Serial Report), and an ANG Fitness Assessment worksheet. Also, the new AGR Eligibility Checklist is available on the HRO website.
3. If over grade to the announced position, applicant must submit a written statement indicating a willingness to be administratively reduced.
4. Submit complete applications to the following address: **OTAG, ATTN: JFHQ-HRO-MDM, ATTN: MSG Gibson, 1720 Congressman W.L. Dickinson Drive, MONTGOMERY, AL 36109-0711** to arrive by COB on the closing date of the announcement.
5. Incomplete applications or applications received after the closing date will be returned without action.
6. If you have any questions regarding application procedures, call MSG Gibson at (334) 271-7468.