**AIR NATIONAL GUARD**  
**117TH AIR REFUELING WING (AMC)**  
**SUMPTER SMITH AIR NATIONAL GUARD BASE, AL**  
**BIRMINGHAM, ALABAMA 35217**

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 19-047**

**OPEN DATE:** 8 February 2019  
**EXPIRATION DATE:** 07 March 2019

Open To: The following AGR tour is available to all members currently in the Alabama Air Guard or eligible to join the Alabama Air Guard. Applicant must currently be holding or eligible to retrain into the 3D0X2 AFSC.

<table>
<thead>
<tr>
<th>Number of Positions:</th>
<th>1</th>
</tr>
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<tbody>
<tr>
<td>Position Title:</td>
<td>IT Specialist</td>
</tr>
<tr>
<td>Position Number:</td>
<td>0107507434</td>
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<tr>
<td>Minimum/Maximum Grade Authorized:</td>
<td>SSGT (promotable) - TSGT</td>
</tr>
<tr>
<td>Duty AFSC:</td>
<td>3D0X2</td>
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<tr>
<td>Required ASVAB:</td>
<td>General: 64 or General: 54 and Cyber-Test 60</td>
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<tr>
<td>Security Clearance:</td>
<td>Top Secret/SCI</td>
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<tr>
<td>Unit/Duty Location:</td>
<td>5401 East Lake Blvd.,</td>
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</tbody>
</table>

Selecting Official: Col Robert S. Grant  
HRO Remote: TSgt Stephanique Watkins (205)714-2817

*POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES*

**Position Description:**

a. **INTRODUCTION:**

This position is located in an Air National Guard intelligence unit. The purpose of the position is to provide information technology system support to the assigned unit. The incumbent provides systems administration support on workstations and servers using multiple operating systems. The incumbent is responsible for installing and testing the system security configuration and monitoring, operating, troubleshooting and maintaining workstation and server hardware and software. The incumbent is the primary customer support specialist for the classified systems used throughout the unit.

b. **DUTIES AND RESPONSIBILITIES:**

(1) Serves as a technical expert and focal point for the installation and configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems. Develops, modifies, and tests overall system backup and recovery strategies for assigned systems.

(2) Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Work pertains to the administration of all systems, including a myriad of associated hardware platforms, software applications and numerous interfaces included in the Local Area Network (LAN).

(3) Serves as a technical expert on multiple operating systems and computer platforms. Determines equipment and communications requirements and interfaces with other systems. Evaluates machine usage and develops plans for the necessary acquisition to support future automation (hardware and software) requirements.

(4) Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Considers factors such as compatibility with standard systems, conversion or implementation costs, and impact on existing equipment. Installs, configures and tests products and equipment being reviewed.
(5) Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities. Analyzes policies, regulations, and system provisions governing standard operating systems and provides assistance and advisory services to users.

(6) Implements systems software changes, operating system releases and maintains the operational status of systems. Coordinates with system developers resolving hardware and/or software malfunctions.

(7) Performs security management in accordance with National Guard Bureau (NGB) and Air National Guard (ANG) regulations and policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment.

(8) Implements ANG policy relating to systems storage requirements. Analyzes system operations to identify inefficiencies and takes action to resolve problems and ensure optimal performance and consistency.

(9) Provides input to the ANG Continuity of Operation Plan (COOP) procedures for system disaster recovery. COOP recovery includes reestablishment of systems at multiple sites and locations.

(10) Installs and configures workstation or network operating systems, and applications software on a wide range of configurable information systems devices. Configures a wide variety of devices requiring diverse interfaces and device drivers in multiple operating system environments using a wide variety of hardware platforms. Enforces command standards for hardware and software configurations. Configures workstation security parameters. Troubleshoots and corrects software problems to include resolving conflicts between applications, hardware and/or device conflicts, and operating system faults. Detects and removes computer viruses. Restores critical data files. Updates hardware and software architecture databases to reflect installations, turn-ins, and changes in reportable software.

(11) Performs other duties as assigned.

c. SUPERVISORY CONTROLS:
   Supervisor outlines overall objectives and resources available. The incumbent, in conjunction with the supervisor, determines timeframes, scope of assignments and possible stages and approaches necessary to successfully accomplish the mission. The incumbent has the responsibility for planning and carrying out projects and for coordinating with other experts from within and outside the organization. The incumbent interprets regulations and applies new methods to resolve complex, controversial and unprecedented problems, keeping the supervisor informed of potentially controversial matters. Completed work is reviewed for soundness of overall approach, effectiveness in meeting objectives and feasibility of recommendations. Methods used are not normally reviewed.

d. OTHER SIGNIFANT FACTS:

1. Must obtain and maintain a Top Secret clearance and be eligible for access to Special Compartmented Information (SCI).

2. This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.

3. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission.

4. May occasionally be required to work other than normal duty hours; overtime may be required.

5. The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission.

6. THIS POSITION CONDUCTS INFORMATION ASSURANCE FUNCTIONS. THE INCUMBENT SHALL COMPLY WITH THE REQUIREMENTS OF THE CERTIFICATION PROGRAM AND WILL BE REQUIRED TO OBTAIN AND MAINTAIN CERTIFICATION. CERTIFICATION REQUIREMENTS ARE OUTLINED IN DOD INSTRUCTION 8570.01-M
SPECIAL REQUIREMENTS


3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Additional courses or certifications in computer and information systems technology are desirable. Any network or computing commercial certification is desirable.

3.3 Training. For award of AFSC, completion of Cyber Systems Operations initial skills course is mandatory.

3.3. Experience. The following experience is mandatory for award of the AFSC indicated:

3.3.1. 3D052. Qualification in and possession of AFSC 3D032. Experience in functions such as system operations, multi-user technical support, system restoral, resource counting, or security.

3.3.2. 3D072. Qualification in and possession of AFSC 3D052. Experience supervising one of the following functions: analysis of system failure and restoral, operations, command and control systems support, system administration, or resource and project management.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, see attachment 4 for entry requirements.

3.5.2. For award and retention of this AFSC, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

3.5.2.1. Specialty routinely requires work in the networking environment.

3.5.2.2. Must attain and maintain a minimum Information Assurance Technical Level II certification according to DoD 8570.01-M, Information Assurance Workforce Improvement Program.

3.5.2.3. Specialty requires routine access to Top Secret material or similar environment.

3.5.2.4. Completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, Personnel Security Program Management, is mandatory.

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).
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. Applicants who do not hold the duty AFSC for the advertised 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. Entry/retention requirements for AFS are outlined in the AFEC/AFCD.
APPLICATION REQUIREMENTS

1. NGB Form 34-1, signed (http://www.ngbpdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf)
3. AF Form 422: Must be obtained and verified within 6 months from Medical Group
4. Air Force Fitness Management System II (AFFMS) Fitness Report: Current, passing within 12 months
5. All application must be submitted with a completed copy of the AGR Eligibility Checklist in ANGI 36-101. This checklist must be verified by the HRO Remote or the appropriate Military Personnel Flight (MPF)

☐ If your current grade exceeds the maximum grade of this announcement, you must submit a written statement indicating willingness to accept an administrative reduction.

Mail or hand carry completed application packet to:

JFHQ-AL MDM
ATTN: MSG John D. Kilpatrick
P.O. Box 3711
Montgomery, AL 36109-0711