

**AIR NATIONAL GUARD**  
Joint Force Headquarters  
187<sup>th</sup> FIGHTER WING, MONTGOMERY, ALABAMA  
117<sup>th</sup> AIR REFUELING WING, BIRMINGHAM, ALABAMA

**ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 25-36**

**OPEN DATE: 23 SEPTEMBER 2025**

**EXPIRATION DATE: 23 OCTOBER 2025**

**OPEN TO: STATEWIDE**

**Number of Positions: 1**

**Position Title: INFORMATION TECHNOLOGY**

**Func Code: 38B000**

**PEC#: 55208G**

**UMDA Position #: 3400828176**

**AFSC: 1D7X5 ELIGIBLE**

**ASVAB REQUIRE: E60**

**Grade: E5-E6**

**Security Clearance: TS/SCI REQUIRED**

**Unit/Duty Location: 117<sup>TH</sup> INTELLIGENCE SQUADRON**

**Selecting Official: LT COL MATTHEW BURNS**

**HRO Remote: MSGT SAMANTHA CROTZER**

## APPLICATION REQUIREMENTS

Signed NGB Form 34-1, [NGB Forms](#)

**Current Report of Individual Personnel (RIP):** Obtain from Virtual Military Personnel Flight (vMPF)

**AF Form 422:** Must be signed and verified within 6 months from your Medical Group

**Air Force Fitness Management System II (AFFMS II) Fitness Report:** Must be Current and passing

**All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.**

Email completed application packages to:

[117ARW.FSSHRO.Org@us.af.mil](mailto:117ARW.FSSHRO.Org@us.af.mil)

ATTN TO:

SAMANTHA CROTZER

5401 EAST LAKE BLVD

BIRMINGHAM, AL 35217

**\*All emailed packages must be in a single PDF\***

**JOB INTRO/TITLE:**  
**INFORMATION TECHNOLOGY**

**SPECIALTY SUMMARY:**

IT Systems personnel can perform three primary work roles: Technical Support Specialist, Systems Administrator, and Network Operations Specialist. IT systems technicians qualified as Technical Support Specialist manage and maintain client devices and accounts as well as routine tasks on network devices and infrastructure to troubleshoot and resolve network connectivity issues. At the intermediate and advanced proficiency levels, Systems Administrators manage and maintain server operating systems and software applications. Network Operations Specialist install, support, and maintain network infrastructure devices and systems. Each role requires a unique set of skills and competencies, and IT systems personnel may specialize in one or more of these work roles depending on their expertise, interests, and the position requirements. IT systems manage and perform Warfighter Communications in all environments in support of the overall requirements to survey, secure, protect, defend, preserve, design, build, operate, and extend data, networks, net-centric capabilities, and other designated systems.

1.1 □ This Air Force Specialty Code incorporates the use of DCWF codes to tie this specialty to the framework. The DCWF was developed by the National Institute of Standards and Technology (NIST) and the DoD to establish a common lexicon and model for all cyber work. The DCWF will universalize training and education between academia, industry, and military. It will also enable talent management by ensuring the right Airmen, for the right assignment, at the right time. DCWF work roles associated with this specialty will be list in the Career Field Education and Training Plan (CFETP).

**DUTIES AND RESPONSIBILITIES:**

2.1. The available duties and responsibilities can encompass:

2.2. □ Technical Support Specialist. IT systems personnel qualified as Technical Support Specialists design, build, provision, maintain, and sustain information systems, including warfighter communications, within the Department of the Air Force (DAF). This role is responsible for deploying, sustaining, troubleshooting, and repairing standard voice, data, video network, and cryptographic client devices in fixed and deployed environments. The individual will manage client user accounts and organizational client device accounts and perform, coordinate, integrate, and supervise network design, configuration, operation, defense, restoration, and improvements.

2.3. □ System Administrator. IT systems personnel qualified as a System Administrator design, build, provision, maintain, and sustain information systems, including warfighter communications, within the Department of the Air Force (DAF)... The individual will install, support, and maintain server operating systems or other computer systems and the software applications pertinent to its operation, while also ensuring current defensive mechanisms are in place. They will also respond to service outages and interruptions to network operations and administer server-based networked systems, distributed applications, network storage, messaging, and application monitoring required to provision, sustain, operate, and integrate cyber networked systems and applications in garrison and at deployed locations

2.4. □ Network Operations Specialist. IT systems personnel qualified as Network Operations Specialist, design, build, provision, maintain, and sustain information systems, including warfighter communications, within the Department of the Air Force (DAF) This role is responsible for deploying, sustaining, troubleshooting, and repairing standard voice, data, and video network infrastructure systems, IP detection systems, and cryptographic equipment .The individual is also responsible for fabricating, terminating, and interconnecting wiring and associated network infrastructure devices. They will also respond to service outages and interruptions to network operations.

2.5. □ Knowledge Manager. IT systems personnel qualified as a Knowledge Manager are responsible for the management and administration of processes and tools that enable the organization to identify, document, and access intellectual capital and information.

2.6. □ Expeditionary Communications delivers cyber capabilities in austere and mobile environments. Expeditionary Communications includes all applicable statutes, but specifically datalinks, the building, operating, maintaining, securing, and sustaining of tactical and communications networks when needed to support warfighter requirements, systems employed in austere, mobile, and/or expeditionary environments, to provide command and control in support of Air and Space Force missions.

**SPECIALITY QUALIFICATIONS:**

3.1. Knowledge. This specialty requires knowledge principles, technologies, capabilities, limitations, and cyber threat vectors of servers, clients, operating systems, databases, networks and related hardware and software. Cybersecurity principles include national and international laws, policies, and ethics related to operational cybersecurity; operational risk management processes; and specific operational impacts of lapses in cybersecurity. The installation and maintenance management functions include wire transmission principles; electrical and light wave communications; wireless fundamentals, and cable testing procedures.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Additional courses in Science, Technology, Engineering, and Mathematics (STEM) are desirable. Associate degree or higher in related fields and/or Information Technology (IT) certification is desirable.

3.3. Training. For award of the 1D731X, completion of the suffix-specific initial skills training course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. There are no specific upgrade requirements for the slick AFSC 1D7X1 not already defined in the training AFI.

3.4.2. For award of the 1D751, qualification in and possession of 1D731X, and experience in suffix specific functions.

3.4.3. For award of the 1D771, qualification in and possession of 1D751 and experience in suffix specific functions.

3.4.4. For award of the 1D791, qualification in and possession of 1D77 and experience managing and directing cyber activities.

3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this specialty: 3.5.1.1. See attachment 4 for additional entry requirements.

3.5.1.2. Personnel with prior qualification of attaining and maintaining an Information Assurance Technical Level II or Information Assurance Manager Level I cybersecurity certification IAW DAFMAN 17-1303, *Cybersecurity Workforce Improvement Program* for retraining can request an Exception to Policy (ETP) to waive minimum ASVAB requirements on a case-by-case basis.

3.5.2. For award and retention of these AFSCs: 3.5.2.1. ☐ Must attain and maintain a minimum cybersecurity baseline certification based on position requirements IAW DAFMAN 17-1305, *Cybersecurity Workforce Improvement* as specified by AFSC and/or work role SEI:

3.5.2.2. For 1D7X1X, a minimum certification level is based on position requirements, or a minimum of an Information Assurance Technical Level II certification or Information Assurance Manager Level I certification.

3.5.2.3. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.3. Specialty requires routine access to classified information, systems, missions, and environments to include but not limited to Sensitive Compartmented Information Facilities (SCIF), Airborne platforms, Nuclear Command Control & Communications (NC3), and a multitude of emerging mission requirements in a highly contested domain IAW DoDM 5200.01-DAFMAN 16-1405.

3.5.4 Must be eligible for Top Secret (Tier 5) and maintain security clearance based on current position requirements. 3.5.4.1 ☐ Completion of a background investigation according to DoDM 5200.01 - DAFMAN 16-1405, *Personnel Security Program Management*, is mandatory.

**NOTE:** Award of the 3-skill level without a completed investigation is authorized provided minimum of interim Tier 5 (Top-Secret) clearance has been granted according to DoDM 5200.01 - AFMAN 16-1405.

## **ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM:**

Must be a member or eligible to become a member of the Alabama Air National Guard.

Member will be required to hold a compatible military assignment in the unit they are hired to support.

Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.

Member must meet the physical qualifications outlined in, Medical Examination and Standards (DAFMAN 48-123), Attachment 2 before being placed on an AGR tour.

Member must have retain-ability to complete the tour of military duty.

Member must not be eligible for or receiving a federal retirement annuity.

Member must comply with standards outlined in DAFMAN 36-2905, Fitness Program to be eligible for entry into the AGR program.

Member must meet all eligibility criteria in ANGI 36-101, The Air National Guard Active Guard and Reserve (AGR) Program.

Member must hold required AFSC or be eligible for retraining (if applicable) **and meet all eligibility criteria in AFECD/AFOCD**

## **ADDITIONAL DUTIES**

AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).

AGR tour lengths in the State of Alabama are at the discretion of the Squadron Commander.

Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101

To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score.

Scores are reflected on your personnel RIP.

If your ASVAB score does not meet the minimum required IAW AFECD contact your servicing MPF.

You have the option to retake the test.

You must schedule your test date and receive your new scores prior to the announcement closing date.

Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

A law enforcement background check may be required prior to appointment to this position.

By submitting a resume or application for this position, you authorize this agency to accomplish the check

## APPLICATION INSTRUCTIONS

**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.**

**\*\*\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED \*\*\*\*\***

### WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS

Current AGR members and those who wish to become an AGR must submit the following:

AGR Eligibility Checklist found in ANGI 36-101 ([see below](#)).

NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013

Announcement number and position title must be annotated on the form

Download the current form version from;

<http://www.ngbpdc.ngb.army.mil/forms/Adobe%20PDF-F/ngb34-1.pdf>

Current Report of Individual Personnel (RIP). Documents must show your ASVAB scores.

RIP can be obtained from the servicing Force Support Squadron (FSS)

In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)

Select 'Record Review', and then 'Print/View All Pages'

Copy of current passing physical fitness assessment. (From AF Portal, <https://www.my.af.mil/>)

AF Form 422, Physical Profile Serial Report <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months, working copy is acceptable)

ALANG - Air Technicians interested in converting to AGR status:

Selection for the advertised position does not constitute acceptance into the AGR program.

Once notification of a selection is made, the individual is required to submit a request for AGR medical clearance through the Medical Group, to the State Air Surgeon.

The State Air Surgeon will evaluate the request and notify MDG of the member's medical clearance approval or denial.

The information below was taken from ANGI 36-101, 21 April 2022.

**5.3 Grade.** To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Reference paragraph 6.6 for proper assignment to position/unit. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, Enlisted Airman Promotion/Demotion Programs, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

**5.4 Commissioning of Enlisted Member.** Enlisted personnel applying for officer positions must be eligible for commissioning upon application for AGR duty. Assignment to the AGR tour will not become effective until the individual receives a commission in the ANG and as a Reserve of the Air Force and has completed formal training for which an AFSC has been awarded

**5.5. Air Force Fitness Standards.** AGR Airmen are subject to the provisions of AFMAN 36-2905, *Air Force 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. For members with a documented DLC which prohibits them from performing one or more components of the Physical Fitness Assessment (PFA), an overall "Pass" rating is required and any DLC must be resolved prior to accession.

**5.6 Security Clearance.** AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Local security representatives can provide verification of security clearance information using the Defense Information System for Security (DISS)

**5.7. Separated for Cause.** To be accessed in the AGR program, an individual must not have been previously separated for cause from a previous Reserve Component AGR tour or from any Active Component. Requests for waiver to this policy will be annotated on the AF Form 679 and routed to NGB/A1PP.

**5.8. Retainability for an AGR Assignment.** Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.

**5.9. Sanctuary.** It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone (18 to 20 years of TAFMS). Anyone whose order, whether active duty (AD) or full-time National Guard duty (FTNGD) other than for training, places them at 18 years or more of TAFMS will require a signed, approved sanctuary waiver in accordance with DAFI 36-2110, *Total Force Assignments*.

**5.10. Inability to attain 20 years TAFMS.** AGR applicants should be able to attain 20 years of TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General, Commanding

General, or designee. Individuals selected for AGR tours that cannot attain 20 years of TAFMS prior to reaching mandatory separation must complete the Statement of Understanding contained in Attachment 3. The HRO will maintain the completed, signed Statement of Understanding.

**5.11. Medical Requirements.** Applicants for permanent, occasional or AGR deployment backfill tours must meet the requirements outlined in [Chapter 12](#).