

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

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

NUMBER: 104-17-41 (AGR)

EXPIRES: 11 SEPT 2017

DATED: 08 August 2017

1. **ELIGIBILITY:** The following AGR position is available to **all current members of the Air National Guard, Air Force Active-Duty, and AF Reserve, And those eligible to become members of the MA-ANG.** Applications will be accepted by email to TSgt Kristine Balchunas until 2359hrs on the expiration date of this announcement.

Position: CYBER SYSTEMS OPERATIONS, (CIVIL SUPPORT TEAM)	Location: 1ST Civil Support Team (WMD), Wellesley, MA
Min Grade: *SrA/E-4 Max Grade: MSGT/E-7	AFSC: 3D0X2
Unit POC: LTC Jeffrey Winn Comm: 339-202-4901	AGR Branch POC: TSgt Kristine Balchunas Comm: (339) 202-3172
Email: Jeffrey.p.winn.mil@mail.mil	Email: Kristine.a.balchunas.mil@mail.mil
Salary: Full-time Military Pay & Allowances	http://www.thenationsfirst.org/

CONTINGENT UPON THE AVAILABILITY OF FUNDS & RESOURCES

MUST BE IMMEDIATELY PROMOTABLE TO SSGT

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- d. AGR Airmen are subject to the provisions of ANGI 10-248, *Air National Guard (ANG) Fitness Program* until superseded by AFI 36-2905, *Fitness Program*.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.

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- 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.
- 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 36 months.**
- k. ASVAB Score must be a 64 in General.
- l. PME, Special Duty Application and AFSC Retraining Physical Profile Assessment; P-3; U-3; L-3; H-2; E-3; S-3.

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 (Verified by MDG within 6 months)
- (6) Last three EPRs
- (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)
- (11) Resume

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- a. Please scan and email your AGR application to the AGR Branch POC above. 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.
- 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.

4. DUTIES AND RESPONSIBILITIES:

- a. Provides networked application resources by designing, configuring, installing, and managing data services, operating system and server applications. Provides directory services utilizing dynamically-assigned internet protocol (IP) addresses, domain name server (DNS), network storage devices, and electronic messaging resources. Manages secure authentication methods utilizing public key infrastructure (PKI) technologies and procedures. Standardizes user privileges and system settings using automated deployment tools such as Group Policy Management Console (GMPC) and System Management Server (SMS). Implements server and special mission system security fixes, operating system patches, and antivirus software. Develops, tests, and implements local restoral and contingency operations plans. Processes and reviews C4 systems requirement documentation, telecommunication service requests, status of acquisition messages, and telecommunication service orders. Performs strategic and budget planning for networks.
- b. Performs system resource management, to include load and capacity planning and balance. Creates, administers, and audits system accounts. Performs system-wide backups and data recovery. Ensures continuing systems operability by providing ongoing optimization and problem solving support. Applies computer security policies to safeguard systems and information. Categorizes, isolates, and resolves system problems. Performs fault recovery by validating, isolating, correcting faults, and verifying service restoral with customers. Processes, documents and coordinates resolution of trouble calls from lower support echelons. Processes scheduled and authorized outages. Submits outage reports in response to unscheduled outages.
- c. Utilizes enterprise patching tools to implement security updates and patches to include: Information Assurance Vulnerability Assessments (IAVA), C4 Notice to Airman (C4 NOTAM), Time Compliance Network Orders (TCNO), Time Compliance Technical Order (TCTO), operating system patches, and antivirus software updates. Implements and enforces national, DoD, and Air Force security policies and directives. Performs proactive security functions to deter, detect, isolate, contain, and recover from information system and network security intrusions. Performs system sanitation resulting from classified message incidents (CMIs) and classified file incidents (CFIs).

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- d. Supports information warfare operations within strictly controlled parameters and provides real-time intrusion detection and firewall protection for all networked resources. Researches latest system threats to develop and test tactics, techniques and procedures (TTPs) for defensive information operations. Employs TTPs on Air Force and DoD computer networks to defend against hostile information operations. Analyzes risks and/or vulnerabilities and takes corrective action to mitigate or remove them.
- e. Reviews and implements C4 systems requirements. Performs strategic and budget planning for systems hardware and software. Coordinates and implements system service level agreements and memoranda of understanding with user agencies.
- f. As part of the Cyberspace Support career field family, manages, supervises, and performs planning and implementation activities. Manages implementation and project installation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates base communications systems. Serves as advisor at meetings for facility design, military construction programs and minor construction planning. Evaluates base comprehensive plan and civil engineering projects. Monitors status of base civil engineer work requests. Performs mission review with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project packages and amendments. Monitors project status and completion actions. Manages and maintains system installation records, files, and indexes. Evaluates contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems.
- g. All other duties as assigned.

5. JOB DESCRIPTION:

- Operate and maintain the Unified Command Suite (UCS). Operate/program radios (tactical and commercial off the shelf) UHF-VHF-800.
- Setup, operate and maintain satellite communications. Liaison to local, state and federal communications personnel.
- Identify computer-user problems and coordinating to resolve them. Install, configure and monitor local and wide-area networks, hardware and software.
- Compile, enter and process information. Provide customer and network administration services such as passwords, electronic mail accounts, security and troubleshooting.
- Construct, edit and test computer system programs. Conduct data system studies and prepare documentation and specifications for proposals.
- Assist in the design, preparation, editing and testing of computer programs. Review communication projects and coordinate project activity.
- Manage data backup, security and user help systems. Develop and interpret organizational goals, policies, and procedures.
- Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery.
- Consult with users, management, vendors, and technicians to assess computing needs and system requirements.
- Stay abreast of advances in technology. Meet with section leaders, supervisors, vendors, and others, to solicit cooperation and resolve problems.
- Provide users with technical support for computer problems. Evaluate data processing proposals to assess project feasibility and requirements.

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SPECIALITY QUALIFICATIONS

- a. Military Education: Duty AFSC is 3D0X2; Non-qualified individuals must meet qualifications for duty the position within 12 months of their assignment to the team.
- b. Applicant will be required to meet the CST Occupational Safety and Health Administration (OSHA) physical standards. The OSHA physical is separate from the military physical.
- c. Selected individual is required to pass an Occupational Safety and Health Administration (OSHA) Hazardous Materials physical for assignment to a Civil Support Team. Selected individual unable to pass required physical exams may be released from the AGR program. The OSHA physical is a separate requirement from the standard military retention physical or Periodic Health Assessment (PHA).
- d. Personnel cannot possess a profile or medical history that will limit the candidate's ability to:
 - o Wear and operate in a variety of levels of civilian and military personal protective equipment (PPE).
 - o Work outdoors exposed to the elements and extreme temperatures for extended operations.
 - o Operate in restrictive PPE in confined spaces (e.g. suffer from claustrophobia).
 - o Operate using self-contained breathing apparatus or rebreather devices (e.g. suffer from respiratory disorders).
- e. Selected individual must successfully complete the resident Civil Support Skills Course (4K-F20/494-F28– an 8 week CST basic course at Fort Leonard Wood, MO (graduates are awarded the CBRNE responder ASI (R) (required for all CST members). Individuals failing to complete CSSC will be removed from the team. The selected individual will be required to attend additional military and civilian resident and nonresident training courses as specified for CBRN NCO on the CST Individual Training Requirements Matrix (ITRM), IAW NGR 500-3.
- f. Selected individual MUST complete NFPA/DOD HAZMAT Awareness training prior to attending CSSC.
- g. Selected individual MUST possess a TOP SECRET clearance or be able to receive at minimum an Interim TOP SECRET clearance prior to attending CSSC.
- h. Selected individual MUST complete required OSHA HAZMAT physical prior to attending CSSC.
- i. IAW NGR 500-3/ANGI 10-2053, Para 13-9 and NGB Policy, due to the extensive specialized training requirements the selected individual will incur an Active Service Obligation (ASO) of 36 months for the Civil Support Skills Course (CSSC, 4K-F20/494-F28). The ASO obligation date begins upon successful graduation from this course.
- j. Selected individual will be required to obtain inoculations from the Routine Adult and CBRN Enterprise immunization profiles as directed, to include vaccinations for smallpox and anthrax.
- k. Selected individual will be required to reside within a 1 hour commute from the duty location within six (6) months of hiring date, IAW NGR 500-3 ADVON deployment requirements.
- l. Selected individual must be available to perform extended no notice TDY tours for training and/or operational deployments. Individuals requiring a Family Care Plan (FCP) will provide an actionable 24hr/7/365 no notice FCP to the commander upon selection.

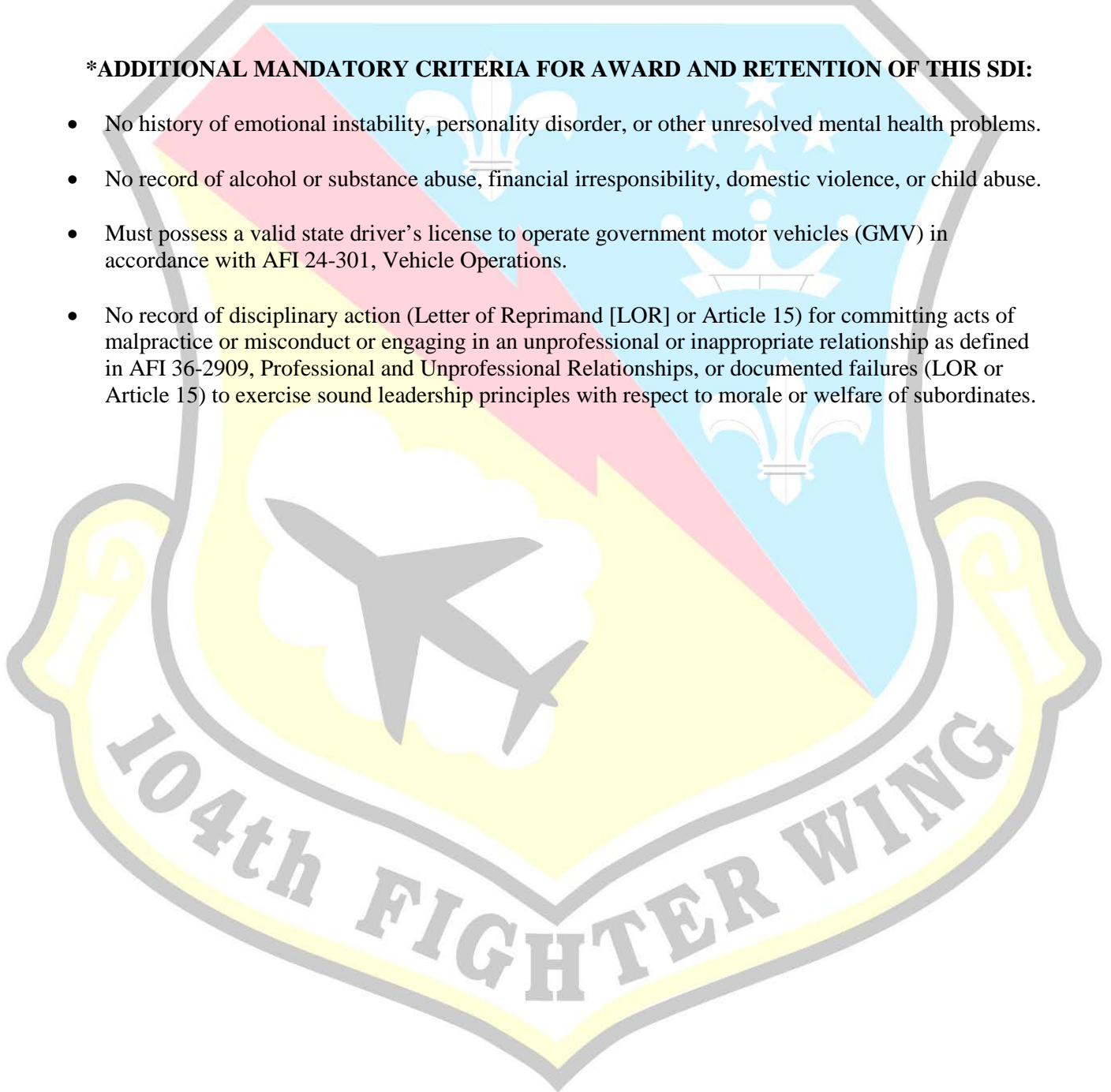
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- m. Selected individual must be able to work in a high OPTEMPO environment including a five-day work week, holidays and reporting for duty during non-standard hours without advance notice in response to potential WMD/HAZMAT incidents.
- n. Selected individual **MUST NOT** be prohibited from carrying firearms which would preclude the individual from possessing a weapon for force protection measures, IAW AR 190-14.

***ADDITIONAL MANDATORY CRITERIA FOR AWARD AND RETENTION OF THIS SDI:**

- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct or engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, Professional and Unprofessional Relationships, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.



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