



## DEPARTMENT OF THE AIR FORCE MASSACHUSETTS NATIONAL GUARD

Human Resources Office  
2 Randolph Road  
Hanscom AFB, Massachusetts 01731-3001



### ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #104-23-004

**OPEN DATE: 13 October 2022**

**EXPIRATION DATE: 1 November 2022**

**Open To: All members eligible to enlist in Mass ANG, any AFSC.**

<b>Number of Positions:</b>	<b>1</b>
<b>Position Title:</b>	<b>Command and Control Technician</b>
<b>Unit/Duty Location:</b>	<b>104th Fighter Wing, Westfield, Massachusetts 01085</b>
<b>Minimum/Maximum Grade Authorized:</b>	<b>AB/E1-SSgt/E5</b>
<b>Duty AFSC:</b>	<b>1C3X1</b>
<b>Required ASVAB:</b>	<b>A: 55 G:57</b>
<b>Security Clearance:</b>	<b>T5</b>
<b>PULHES:</b>	<b>G/2/2/2/1/2/1</b>
<b>Position POC:</b>	<b>SMSgt Jennifer Hartwig, 413-568-9151 ext. 698-1221 jennifer.hartwig.3@us.af.mil</b>
<b>Technician Advertisement Refer to:</b>	<b>N/A</b>

**HRO Remote: 413-568-9151 ext. 698-1290 / 698-2509 // [104FW.HROREMOTE@us.af.mil](mailto:104FW.HROREMOTE@us.af.mil)**

**\*POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES\***  
**\*\*MUST PROVIDE PROOF OF COVID VACCINATION BEFORE COMING ON BOARD\*\***

#### **SPECIALTY SUMMARY:**

Manages and performs activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations centers, rescue coordination centers, and Higher Headquarters Command Centers/Operations Centers. Provides command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency, and war. Receives and relays C2 instructions and records; collects, processes, and submits manual and automated data products. Disseminates time-sensitive critical information to senior leaders and support agencies. Establishes procedures for operational reports and defense readiness reporting systems. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Supports chemical, biological, radiological, and nuclear (CBRN), and conventional warning and reporting activities. Ensures compliance with operations center and C2 Operations policies and procedures. Related DoD Occupational Subgroup: 125000.

#### **DUTIES AND RESPONSIBILITIES:**

1. | Performs C2 actions to support Homeland Security, National Defense, and Air and Space Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of C2 operations. Initiates, receives, and takes action on alert messages. Flight follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information between aircrews and

operations centers. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensures proper use and control of resources and classified material. Develops and evaluates C2 Operations processes. Performs self-assessments. Ensures operational readiness and adherence to standards. Recommends actions to correct C2 Operations procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

2. Prepares and submits operational/situational reports, defense readiness, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and defense readiness reports. Establishes procedures for operational and defense readiness reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate.

3. Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operations, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre-, trans-, and post-), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans- and post-), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Maintains proficiency in C2 systems and aircraft flight following and mission management systems. Establishes manpower, communications, equipment, and facility requirements. Monitors and alerts local and base agencies of threats affecting the installation.

4. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing, and destroying COMSEC material. Maintains C2 Operations personnel, information, operations, computer, emission, industrial and physical security programs.

5. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

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## LENGTH OF TOUR

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Initial AGR tour orders are probationary. The probationary period will be a minimum of three years and maximum of six 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).

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## SPECIAL REQUIREMENTS

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Please see the AFECDD, 30 Apr 22 for further requirements.

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## MINIMUM QUALIFICATION REQUIREMENTS

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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 & 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 AFSCs are outlined in the AFECD/AFOCD.

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## APPLICATION REQUIREMENTS

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1. NGB Form 34-1, signed (<https://www.massnationalguard.org/index.php/careers/available-positions.html>)
2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF); <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>)
3. AF Form 422: Must be obtained and verified within 6 months from your Medical Group
4. myFitness Individual Tracker Report: Current, passing within 12 months  
<https://myfss.us.af.mil/USAFCommunity/s/login/?ec=302&startURL=%2FUSAFCommunity%2Fs%2F>)
5. SF 181, Ethnicity and Race Identification (<https://www.massnationalguard.org/index.php/careers/available-positions.html>)
6. Pre-Employment Reference Check Form  
(<https://www.massnationalguard.org/index.php/careers/available-positions.html>); not required for permanent on-board AGRs)
7. Last 3 EPRs (AFPC Secure, PRDA; <https://w45.afpc.randolph.af.mil/AFPCSecureNet40/CheckPortal.aspx>)
8. CORI, signed (not required for current permanent MA ANG AGRs)
9. Copy of driver's license, front and back (not required for current permanent MA ANG AGRs)
10. Retraining Acknowledgement Document (required for applicants who do not hold the AFSC)

- Applications must be submitted by email NLT 2359 on the advertisement expiration date
- Include ONLY the documents listed above
- If submitting application by email, all required documents must be submitted as one .pdf file (no adobe portfolios please) to [104fss.agrjobapps.org@us.af.mil](mailto:104fss.agrjobapps.org@us.af.mil)

**\*NOTE: To combine files in one PDF, you must print any secure and/or digitally signed documents to "Microsoft PDF."  
Once printed, you can combine the newly printed PDF files with all other application documents.\***