



**DEPARTMENT OF THE AIR FORCE
MASSACHUSETTS NATIONAL GUARD**

Human Resources Office
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Hanscom AFB, Massachusetts 01731-3001



ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #102-25-26

OPEN DATE: 6 APRIL 2025

EXPIRATION DATE: 16 APRIL 2025

Open To: All members assigned to the 102 Intelligence Wing currently holding the 1D771K/P AFSC

Number of Positions:	1
Position Title:	Data Operations Management
Unit/Duty Location:	102 CS, Otis ANGB, MA
Minimum/Maximum Grade Authorized:	SSgt / MSgt
Duty AFSC:	1D771K/P
Required ASVAB:	M 45 and E 60
Security Clearance:	TOP SECRET
PULHES:	N/A

POC: Maj Jon Whitcomb (508) 968-4145, email jon.whitcomb.1@us.af.mil

HRO Remote: Ms. Catherine Gormley (508) 968-4596, email 102.IW.HRO.Org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES

PCS Authorized

SPECIALTY SUMMARY:

This Air Force Specialty Code incorporates the use of DoD Cyber Workforce Framework (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. Cyber, communications and Information Technology capabilities critically underpin all Air and Space Force core missions. The delivery of operationally focused governance and investment to drive sustainability and reliability for this domain is a warfighting necessity. This drives the Department of the Air Force (DAF) forward with real actions which enables modernizing and achieving the cyber posture required to meet pacing challenges. This fully mission capable model develops Airmen that can complement multiple work roles and build technical experts by using the advanced competency levels.

DUTIES AND RESPONSIBILITIES:

Manages the overall process for organizations to plan, coordinate, manage, share, and control information. Identifies and analyzes data, information, and knowledge requirements to facilitate discovery and dissemination of decision-quality information. Leverages the interaction of people, processes, and enterprise technologies to capture, store, organize, share, and control tacit and explicit knowledge. Leverages continuous process improvement techniques to improve mission and business processes, enhancing access to relevant cross-functional information in a collaborative, timely, and contextual manner. Promotes organizational information as a reusable, shared, protected, consistent, and compliant resource. Manages and enforces use of metadata, enabling data to be accessed, tagged, and searched regardless of physical location, media, source, owner, or other defining characteristics. Assists and educates users on authoritative data sources, data services, and presentation tools to meet organizational objectives.

Assists organizations with meeting statutory records management requirements, to include training, policies, and technologies used to identify, organize, protect, share, archive, and dispose of official government records. Operates and manages records, information, management systems, and records staging facilities for long-term and permanent records. Provides assistance and training with Privacy Act, Freedom of Information Act, and Civil Liberties programs.

As part of the Cyberspace Support career field family, performs IT project management duties to include, manage, supervise, and perform 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 the status of cyber or communications-related 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.

Conducts defense cyber operations (DCO) and associated support activities to defend DoD and other friendly cyberspace. DCO includes passive and active cyberspace defense operations to preserve the ability to utilize friendly cyberspace capabilities and protect data, networks, net-centric capabilities and other designated systems as well as passive defense measures intended to maintain and operate the DODIN and other networks such as configuration control, patching and firewall operations. Support activities includes but not limited to maintenance of cyber weapons systems, functional mission analysis, mission mapping, tool development, stan-eval, mission planning and data analysis.

SPECIAL REQUIREMENTS:

Knowledge is mandatory of: planning and coordinating the complete life-cycle of organizational data and information assets, including enterprise information management, technologies, information security, and knowledge operations.

For award and retention of this AFSC, must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN17-1301, *Computer Security*.

Must attain and maintain a minimum cybersecurity baseline certification IAW DAFMAN 17-1305, *Cybersecurity Workforce Improvement* as specified by AFSC shred and/or work role SEI.

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. IAW ANGI 36-101, paragraph 4.1.6.3., Applicants for E-8 positions must have completed the Senior Noncommissioned Officer Academy to apply for the AGR position.
13. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

LENGTH OF TOUR:

Initial AGR tour orders are probationary. The probationary period will be a minimum 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).

APPLICATION REQUIREMENTS:

- 1. NGB Form 34-1, signed <https://massnationalguard.org/assets/ngb-form-34-1.pdf>
 - 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF) – Self-Service Actions
 - Select “Personal Data”
 - Select “Record review/Update”
 - Scroll to bottom on left hand panel click “view/print all pages”
 - A printer friendly window should pop up to print, if not, right click on page and scroll down to print
 - 3. Copy of last promotion order (OFFICERS ONLY) may be obtained from PRDA
 - 4. MYFSS Fitness Report: Current, passing within 12 months
 - 5. Pre-Employment Reference Check Form <https://www.massnationalguard.org/assets/pre-employment-reference-check2.pdf> (not required for current permanent MA ANG AGRs)
 - 6. CORI, signed (not required for current permanent MA ANG AGRs)
<https://www.massnationalguard.org/assets/cori-request-baker--2016.pdf>
 - 7. Copy of driver’s license, front and back (not required for current permanent MA ANG AGRs)
 - 8. Last 3 EPR/OPR ***A MFR must be submitted for any missing EPR/OPR**
 - 09. Retraining Acknowledgment Document (required for applicants who do not hold the AFSC – Contact HRO-Remote for template)
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- Use the Wingman concept to proof read application
 - All required documents must be submitted electronically as **ONE** .pdf file to Catherine Gormley @ 102.IW.HRO.Org@us.af.mil NLT 2359 on the advertisement expiration date
 - Include **ONLY** the documents listed above