



DEPARTMENT OF THE AIR FORCE MASSACHUSETTS NATIONAL GUARD

Human Resources Office
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ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT #102-25-45

OPEN DATE: 23 September 2025

EXPIRATION DATE: 6 November 2025

Open To: All qualified 1D7XX AFSC who are eligible to cross train to 1D771B Nationwide

Number of Positions:	One
Position Title:	Information Technology (IT) Systems
Unit/Duty Location:	102 Intelligence Support Squadron, Otis ANGB, MA
Minimum/Maximum Grade Authorized:	SSgt (E-5) / TSgt (E-6)
Duty AFSC:	1D771B
Required ASVAB:	Mechanical = 45 / Electronics = 60
Security Clearance:	TS/SCI
PULHES:	P=3,U=3,L=3,H=2,E=3,S=2

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HRO Remote: Christopher Walton and Catherine Gormley (508) 968-4597/4596, email 102.IW.HRO.Org@us.af.mil

POSITION IS CONTINGENT UPON THE AVAILABILITY OF FUNDS AND RESOURCES

PCS Authorized

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. 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:

- a. The available duties and responsibilities can encompass:
- b. 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.
- c. 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
- d. 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.
- e. 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.
- f. 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.

SPECIAL REQUIREMENTS:

- a. 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.
- b. 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.
- c. 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.

- d. Must attain and maintain a minimum cybersecurity baseline certification based on position requirements IAW DAFMAN 17-1305, Cybersecurity Workforce Improvement as specified by AFSC shred and/or work role SEI:
- e. 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.
- f. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
- g. 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.
- h. Must be eligible for Top Secret (Tier 5) and maintain security clearance based on current position requirements.
- i. Completion of a background investigation according to DoDM 5200.01 - DAFMAN 16-1405, Personnel Security Program Management, is mandatory.

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 AFECDA/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. Air Force Fitness Management System II (AFFMS) 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 EPB/OPB ***A MFR must be submitted for any missing EPB/OPB**
 - ☐ 9. 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 proofread application
 - ☐ All required documents must be submitted electronically as **ONE** .pdf file to Christopher Walton and Catherine Gormley @ 102.IW.HRO.Org@us.af.mil NLT 2359 on the advertisement expiration date
 - ☐ Include ONLY the documents listed above