



DEPARTMENT OF THE AIR FORCE STATE OF MISSISSIPPI



ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT # 21-0709
OPENING DATE: 19 July 2021 CLOSING DATE: 2 August 2021

Position Title: Client Systems

Unit/Duty Location: 186 ARW, Meridian, MS

Min Grade: AB/E1

Security Clearance: SECRET

Max Grade: TSgt/E6

PULHES: 3,3,3,2,3,3

UMD Position AFSC: 3D171

ASVAB Requirements: E:60

Area(s) of Consideration: (1) Members of the MS National Guard (Statewide)

Special Note: This FULL TIME MILITARY duty position vacancy in the Air National Guard is announced and will be filled under the provisions of Section 502(f), Title 32 and United States Code.

Specialty Summary: Deploys, sustains, troubleshoots and repairs standard voice, data, video network and cryptographic client devices in fixed and deployed environments. Sustains and operates systems through effective troubleshooting, repair, and system performance analysis. Manages client user accounts and organizational client device accounts. Related DoD Occupational Subgroup: 110000 and 115000.

Duties and Responsibilities: Performs client-level information technology support functions. Manages hardware and software. Performs configuration, management, and troubleshooting. Removes and replaces components and peripherals to restore system operation. Installs and configures software operating systems and applications. Provides service to end-users for operation, restoration, and configuration of information systems. Reports security incidents and executes corrective security procedures. Manages client user accounts. [DCWF Code - 411, 451] Performs client-level voice network functions. Manages client hardware and software. Performs configuration, management to include adds, moves, changes and troubleshooting between the wall outlet to the client device. Plans, schedules, and implements installation and maintenance functions associated with voice systems. Removes and replaces telephone instruments. Reports security incidents and executes corrective security procedures. [DCWF Code - 411, 451] Performs client-level Personal Wireless Communication Systems (PWCS) functions with the exception of Land Mobile Radios (LMRs). Manages hardware, software and Controlled Cryptographic Items (CCI). Performs configuration, management, and troubleshooting. Plans, schedules, and implements installation and maintenance functions associated with PWCS. Removes and replaces components and peripherals to restore system operation. Reports security incidents and executes corrective security procedures. [DCWF Code - 411] Plans, organizes and directs sustainment activities. Establishes work standards, methods and controls for preventative, scheduled, and unscheduled maintenance actions. Determines extent and economy of repair of malfunctioning equipment. Ensures compliance with technical data, instructions, and work standards. Develops and enforces safety standards. Interprets malfunctions and prescribes corrective action. Serves on, or directs inspection teams organized to evaluate base or command sustainment programs. Manages, or performs research and development projects for assigned systems. Coordinates and documents repairs. Manages, administers, controls, and evaluates contracts. Manages organizational client device accounts with the exception of LMR devices. Develops and writes new or modifies existing specialized utility programs (scripts) following software assurance best practices. Tests specialized utility programs (scripts) to ensure they meet intended performance targets. Deploys specialized utility programs (scripts) to automate the deployment of software

packages or simplify the collection of systems/software data. 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 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. [DCWF Code - 802] As part of the Cyberspace Support career field family, conducts defensive 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. [DCWF Code - 511, 521, 531, 541]

Performs other duties as assigned.

Length of Tour: IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years and constitutes the Probationary Period. 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).

Initial Tour will be 3 years

Appointment: The publication of AGR orders by HRO will be the official appointment into the Mississippi Air National Guard AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

Minimum Qualification Requirements:

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905. (Note: Your full name must be printed on the official copy)
2. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are not eligible for entry into the AGR Program.
3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Submit AF Form 422 validated by your medical personnel, current within 12 months.
4. An applicant on a medical profile may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are released.
5. Must meet any Special Requirements outlined in the AFECD/AFOCD.
6. Failure to maintain a 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. Enlisted applicant's military grade cannot exceed the maximum UMD military grade authorized. 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 5.2, the intent of the AGR program is to access AFSC qualified individuals. However, any applicant selected that does not possess the AFSC, must sign an agreement to retrain to include the statement in paragraph 5.2.1.1 of ANGI 36-101. Failure to meet and maintain training requirements will result in removal from the AGR program.
10. 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.

11. IAW ANGI 36-101, paragraph 5.10, applicants should be able to attain 20 years of Total Active Federal Military Service (TAFMS) in the AGR career program. Waiver authority of this requirement is The Adjutant General (TAG). 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.

12. 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.

13. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.

14. Eligibility/Mandatory requirements for this AFSC(s) advertised are located in the current AFECD/AFOCD.

15. ASVAB requirements must be met prior to submitting application. Any application received not meeting ASVAB requirements will be disqualified.

Bonus/Incentive Recipients: If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the Mississippi Air National Guard. **Contact your RETENTION OFFICE MANAGER.**

Equal Opportunity: The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status. The management of AGRs will be free of discrimination IAW ANGI 36-7, ANG Military Equal Opportunity Program.

Application Submission Instructions: Submit all forms in their entirety. Additional documents such as resumes, may be included but are not required. **Be advised that applications are not reviewed until after the announcement closes. HRO does not notify members of missing or erroneous information. Incomplete applications will be disqualified.**

Minimum required documents to be submitted (in this order):

Air Force Applicants:

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **AF Form 422** - Must be obtained from your Medical Group. Must be dated within last 12 months
3. **Physical Fitness Test Report from Air Force Fitness Management System II (AFFMS II)** - Official printout from AFFMS database showing a current, passing score of 75 or higher. Official copy must have your name printed on it.
4. **Record Review/Update from vMPF (aka RIP)** - Obtained only from Virtual Military Personnel Flight (vMPF). Print and submit all pages (Do not send a Career Data Brief or PCARS as they do not provide all of the required information to validate qualifications)
5. **Other Documents** - Resume', special training certificates, etc.

Army Applicants (may apply to un-restricted announcements only):

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **IMR Record** - Most recent Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The PHA date on the IMR must be dated within the last 15 months to be valid
3. **DA Form 3349** - Physical Profile (if applicable)
4. **DA Form 705** - Army Physical Fitness Test Scorecard
5. **Soldier Record Brief (SRB)**
6. **REDD Report** (enlisted only) - can be obtained through recruiters

7. Other Documents – Resume', special training certificates, etc.

Applications must be sent electronically via GEARS 5 Live Site 3 and must be received before 2359 hours on the closing date of the announcement to be processed. Any missing required documents will result in disqualification. Submittals of any missing required documents after the closing date will **NOT** be accepted.

GEARS is an automated packet/document routing and tracking system built on a SharePoint platform that implements global management of business processes. It provides both pre-built and custom user-defined workflow. GEARS can be located via the AF Portal by typing GEARS in the AF Portal Search Engine or by copying and pasting the link below into your web browser.

<https://army.deps.mil/netcom/sites/GEARSV/Live/web/Home.aspx>

Step 1: Scan and save **all** application documents as **one (1)** .pdf file (do not send multiple pdf files or pdf portfolio)

Step 2: Save file as: **Announcement # LastName FirstName** (ie. 20-1201 Doe John)

Step 3: Log into GEARS 5 Live

Step 4: Select the **New Packet** tab

Step 5: In the **Packet Name** field, enter your file name (i.e. 20-1201_Doe_John)

Step 6: For **Packet Type**, click "Make a Selection", then select the "Other HR Actions" icon.

Step 7: For **Originating Organization**, click "Make a Selection", then select applicable organizations to find your unit, ensure "Make this my default organization" is checked, click "Select Organization". (For MS ANG members: select Air Force, Air National Guard, MS Air National Guard, your Wing, your Unit)

Step 8: Select **Proceed to the next step**

Step 9: Under **Packet Files**, click the "+" in the top right corner. Drag and drop your application file into the box or click "Browse to upload" to navigate to your saved file. If the file is uploaded successfully, you will receive a **green** check mark under "Upload Status", then click on Close.

Step 10: Select **Proceed to the next step**. This will populate the **Workflow Route**.

Step 11: Enter any comments into the **Packet Discussion/Instructions box**

Step 12: For **Packet Due Before date**, enter the announcement closing date.

Step 13: For **Each Action Given**, change from 3 to 1 Day(s).

Step 14: Click **Add the Route**

Step 15: Select **Add a User/Group**

Step 16: Type my name: **Hammarstrom, David** into the search box and hit enter. Click on my name when it populates

Step 17: For **Action Requested**, click the "Concur/Nonconcur" icon

Step 18: Click **Submit Packet**.

Step 19: Click **Start Packet Routing** in pop up window

Step 20: Log out of GEARS 5 Live

**The GEARS platform is not intended to be used for long term storage of files. All applications received through GEARS 5 Live will be downloaded to the HRO network as they are received and deleted from GEARS. Once received, all application documents to include selection documentation become the property of HRO and will not be released to any applicant for any reason.*

The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Be sure to allow yourself enough submission time.

Questions and concerns can be addressed to:

AGR Manager - Air: CMSgt David W. Hammarstrom

DSN: 293-6195 Commercial: 601-313-6195

david.w.hammarstrom.mil@mail.mil