

Nationwide Job Opportunity ANG Active Guard/Reserve AGR Vacancy

**STATE OF WYOMING MILITARY DEPARTMENT
Human Resource Office – AGR Branch
5410 Bishop Boulevard
CHEYENNE, WYOMING 82009-3320**

1. Announcement is made of the following AGR position. A brief description of duties and responsibilities is included in this announcement.

SPMD/UMR Position Title: **Supervisory IT Specialist (Network/CUSTSPT)**
Announcement No: **17-A342**
Opening Date: **30 June 2017**
Closing Date: **14 August 2017**
Max Grade Authorized: **E-9**
Min Grade Authorized: **E-8**
Duty SSI/MOS/AFSC: **3D100**
Security Clearance: **TOP SECRET**
Aptitude Area Scores: **Minimum score of 70 in the Electrical area of the ASVAB or a minimum of 60 in the Electrical area of the ASVAB and a Cyber Test Score of 60.**

Unit/Duty Location: **153rd CF, Cheyenne, Wyoming**
Female Asg Elig: **Open**
Nominating Official: **Col David Herder, Vice Wing Commander, 153 AW**
Selecting Official: **Lt Col Michelle Mulberry, Commander, 153 MSG
Lt Col Michael Carden, Commander, 153 CF**

Eligibility: **Open to current WY ANG members and those eligible to become WY ANG members**

2. This position will be filled as soon as possible after closing. The Adjutant General retains exclusive appointment authority of AGR personnel. All selection notifications are conditional until security clearance, medical clearance, HRO Form 100 verification, and approval by HRO-Staffing.

3. The Wyoming Military Department is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, color, nationality, sex, political affiliation, or any other non-merit factor.

4. Initial AGR tours are probationary. Per WYMD 335 MPP, all WY ANG AGR Initial AGR Tours will be for 48 months. Follow-on tour lengths may be from 1 to 6 years based on the needs of the command. Extension beyond the initial tour is contingent upon command recommendation and final approval by the Adjutant General in an ACB (Active Continuation Board).

5. INSTRUCTIONS FOR APPLYING: Applications may be accepted by mail or hand-delivered to the HRO no later than 1630 hours on the announcement closing date. Emailed and facsimile applications will be accepted to accommodate deployed and OCONUS members only. Copies are acceptable. Incomplete and Applications received after 1630 on the closing date will not be considered. Use of government envelopes and/or postage is acceptable for non-deployed/OCONUS personal only. Do not submit applications in file

Position: 0071019034

FNBK-1XXX00

AGR Position: 540114

folders, binders, etc. Applications will not be returned. Applications must be legibly completed, MUST be signed and dated, and must contain the following documents at a minimum.

<p>Submit applications to:</p> <p>Wyoming Military Department Human Resources Office – AGR Branch 5410 Bishop Boulevard Cheyenne, WY 82009-3320</p>	<p>WY-HRO-AGR Points of Contact:</p> <p>SGT Lorien Mele (307) 772-5127 TSgt Greg Rotert (307) 772-5261 CW3 Nathan Galloway (307) 772-5220 E-Mail: ng.wy.wyarnng.list.org-jobs@mail.mil</p>
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_____ **Cover letter**

_____ **Current Resume**

_____ **NGB Form 34-1**, Application for Active Guard/Reserve Position. Provide continuation paper as needed. Pay particular attention to Section IV and the requirement to fully explain “Yes” answers. Must be signed and dated.

_____ **Last 3 EPRs/OPRs:** If less than 3, submit all available evaluations. Applicants not requiring EPR/OPR submit a letter of recommendation from your military supervisor.

_____ **Current Report of Individual Personnel (RIP):** Obtained from your unit, vMPF, or the Force Support Squadron. Must show ASVAB Test Scores and verification of security clearance level.

_____ **Current Point Credit Accounting Report System (PCARS):** Obtained from your unit, vMPF, or the Force Support Squadron. *Active Duty Applicants: Submit the equivalent form of an AF 1613 or Statement of Service.*

_____ **Documented Current Fitness Test Results:** Dated within 12 months of the closing date of the vacancy announcement for initial AGR accession.

_____ **SF 181**, Ethnicity and Race Identification

_____ **Administrative Grade Reduction (if applicable):** Applicant’s military grade cannot exceed the maximum military grade authorized for the position. Over-grade applicants must include a written statement of willingness to accept an administrative grade reduction when assigned to the position for which they are applying.

6. INITIAL ELIGIBILITY REQUIREMENTS

- MUST currently possess 3D190

- Promotion/Selection to E-9 is dependent on Wyoming ANG State Controlled Grade Availability

- Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic "Report of Individual Fitness" form dated within 12 months as of the closing date of the announcement, reference AFI 36-2905. Physical Fitness Training and Testing will be ongoing.
- Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exam must be completed within 48 months prior to entry on AGR Tour. HIV test cannot be more than six (6) months old prior to the tour start date.
- Must meet any Special Requirements as specified on Position Description.
- Must possess or be able to obtain appropriate AFSC IAW current regulations within 12 months of assignment.
- Air National Guard members on the Fitness Improvement Program (FIP) are ineligible for entry into the AGR Program. This does not include the probationary period after the loss of weight to satisfy standards. Members must meet the weight requirements at the time they are placed in the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than the initial tour end date.
- Wyoming Air National Guard enlisted members currently serving in AGR status may be selected for a vacant position without an awarded 3-level in the advertised/ compatible duty AFSC. An AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from AGR status immediately.
- Airman will remain as the sole occupant of a funded vacant AGR position on the UMD for a period of 24 months upon being awarded the duty assigned AFSC.**
- Reassignments within the first 24 months require a waiver, through the TAG. (ANGI 36-101, Para 6.6.1.)**
- Must not have been previously separated for cause from active duty.

7. SPECIAL REQUIREMENTS

- Selected Applicant must possess or be able to obtain a **TOP SECRET** clearance within one year from date of selection. Failure to obtain and/or maintain a Top Secret clearance will result in separation as an AGR.
- Selected Applicant will be required to participate in Direct Deposit/Electronic Fund Transfer (DD/EFT).
- Acceptance of permanent or indefinite position may cause termination from the Selected Reserve Incentive Program (SRIP).
- Must not be eligible for, or receiving, federal military retired or retainer pay, nor federal service annuities.
- IAW ANGI 36-101, paragraph 2.2.1.2, applicant should be able to complete 20 years of active federal service prior to reaching Mandatory Separation Date. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation date, must complete the Statement of Understanding contained in Attachment 3 of ANGI 36-101. Exceptions may be considered by The Adjutant General on a case-by-case basis for exceptional circumstances.

8. POSITION DESCRIPTION

Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of incumbents. Evaluates work performance of subordinates. Gives advice, counsel, or instruction to incumbents on both work and administrative matters. Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment to such positions. Hears and resolves complaints from incumbents, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Identifies developmental and training needs of incumbents, providing or arranging for needed development and training. Finds ways to improve production or increase the quality of the work directed. Develops performance standards.

Provides technical expertise and management oversight, in the installation, administration, optimization, and operation of multiple large and enhanced complex networks and communication systems. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996, in order to ensure the rigorous application of information security and information assurance policies, principles, and practices in the delivery of all information technology services. Independently oversees installation, configuration, testing, migration, integration, and operation within the network operating environment, ensuring appropriate allocation of resources and minimal service disruptions, and advises customer support specialists, by providing post-implementation support to end-users. Establishes project plans and priorities and coordinates with appropriate personnel to carry out the plans. Provides guidance to subordinates on the development of complex project plan tasks and timeliness. Provides detailed information regarding all technical aspects of equipment, software, and systems. Develops and applies project management techniques to the obtainment of new systems and enhancements to existing systems projects. Coordinates on decisions regarding strategic changes to IT capabilities. Reviews outstanding requirements, assesses and validates priorities, and provides solutions to customer problems. Oversees effort to set up, load, and configure hardware and software to operate networks as defined in the technical design plan. Coordinates installation and sustainment issues with IT and telecommunications specialists, and plans for post-implementation support to end-users. Monitors progress of assigned projects and ensures timelines are met. Oversees the test and implementation of vendor-supplied modifications to existing operating systems and the installation and relocation of equipment with organizations on or supported by the base IT function. Manages the preparation of plans and procedures and documentation for use by IT and telecommunications technicians and operations personnel and recommends revision of operating procedures as necessary. Assesses the security effectiveness of installed systems.

Develops and recommends technical solutions to mission and customer requirements. Defines broad objectives as to scope and priorities of projects and requirements in the section and guides subordinates in the achievement of those objectives. Determines time frames and schedules section personnel assignments to meet objectives. Initiates and leads transition meetings to facilitate customer acceptance of systems and operational aspects of the project. Identifies and addresses critical operational issues and certifies operational readiness of networks, equipment, components, software, and systems for organizations located on or serviced by the activity. Reviews proposals for change, analyzes data, and compares alternatives. Ensures that all hardware and software components are available for installation of new and upgraded IT and communications systems; and, where necessary, relocation of existing services and equipment. Monitors production activity and identifies actions to improve performance. Performs network and operational validation testing of hardware, software, and communication systems. Analyzes performance data and operating parameters to troubleshoot, correct and forecast problems. Ensures availability and use of quality assurance checklists to ensure equipment, systems, and software meet technical design specifications and are configured for optimal operation. Verifies parameters such as speed, bandwidth, capacity, traffic and protocol handling capability, ease of operation, and compatibility with related equipment. Ensures test results and test analyses are properly documented and reported Oversees the development and maintenance of test and training network operating environments and test data.

Manages Commissioning and Acceptance requirements for contractor delivered operating systems and services. Ensures quality control process is utilized for new and existing contracts. Ensures a review of technical specifications and requirements is accomplished for procurement requests submitted to the contracting office. Leads technical team efforts for contract proposal reviews and independently determines adequacy of vendor ability to perform requested service or delivery of requirements. Oversees, monitors, and evaluates actual progress of work against approved schedules for contract support, identifies potential slippage, and recommends corrective action. Serves as a technical authority on the installation IT and communications systems administration, operation, and maintenance. Maintains state-of-the-art technical expertise. Researches new technology and methods to maintain state-of-the-art technical expertise.

Adheres to management control plan requirements by conducting self-inspection and staff assistance visits. Resolves identified discrepancies.

Performs other duties as assigned.