

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: **Cyber Systems Operations Craftsman**
Announcement No: **19-A309**
Opening Date: **4 December 2018**
Closing Date: **7 January 2019**
Max Grade Authorized: **E-6**
Min Grade Authorized: **E-5**
Duty SSI/MOS/AFSC: **3D072**
Security Clearance: **Top Secret**
Aptitude Area Scores: **Minimum score of 64 in the General area or a Minimum score of 54 in the General area of the ASVAB and a minimum Cyber score of 60**

Unit/Duty Location: **153rd Command and Control Squadron, Cheyenne, Wyoming**

Female Asg Elig: **Open**
Nominating Official: **SMSgt Lucas West, 153 CACS**
Selecting Official: **TSgt Michael Wolititch, 153 CACS**
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: 1072105

FS57-46C300

AGR Position: 1072105

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>TSgt Greg Rotert (307) 772-5261 E-Mail: ng.wy.wyarnq.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 three EPRs/OPRs are not available, the Airman must include at least one Letter of Recommendation or Performance from the military command.

_____ **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

- 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 at least a **SECRET** clearance to apply with the ability to obtain a **TOP SECRET** clearance. 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

Provides networked application resources by designing, configuring, installing, and managing data services, operating system and server applications. Provides directory services utilizing dynamically-assigned internet protocol (IP) addresses, domain name server (DNS), network storage devices, and electronic messaging resources. Manages secure authentication methods utilizing public key infrastructure (PKI) technologies and procedures. Standardizes user privileges and system settings using automated deployment tools such as Group Policy Management Console (GMPC) and System Management Server (SMS). Implements server and special mission system security fixes, operating system patches, and antivirus software. Develops, tests, and implements local restoral and contingency operations plans. Processes and reviews C4 systems requirement documentation, telecommunication service requests, status of acquisition messages, and telecommunication service orders. Performs strategic and budget planning for networks.

Performs system resource management, to include load and capacity planning and balance. Creates, administers, and audits system accounts. Performs system-wide backups and data recovery. Ensures continuing systems operability by providing ongoing optimization and problem solving support. Applies computer security policies to safeguard systems and information. Categorizes, isolates, and resolves system problems. Performs fault recovery by validating, isolating, correcting faults, and verifying service restoral with customers. Processes, documents and coordinates resolution of trouble calls from lower support echelons. Processes scheduled and authorized outages. Submits outage reports in response to unscheduled outages.

Utilizes enterprise patching tools to implement security updates and patches to include: Information Assurance Vulnerability Assessments (IAVA), C4 Notice to Airman (C4 NOTAM), Time Compliance Network Orders (TCNO), Time Compliance Technical Order (TCTO), operating system patches, and antivirus software updates. Implements and enforces national, DoD, and Air Force security policies and directives. Performs proactive security functions to deter, detect, isolate, contain, and recover from information system and network security intrusions. Performs system sanitation resulting from classified message incidents (CMIs) and classified file incidents (CFIs).

Supports information warfare operations within strictly controlled parameters and provides real-time intrusion detection and firewall protection for all networked resources. Researches latest system threats to develop and test tactics, techniques and procedures (TTPs) for defensive information operations. Employs TTPs on Air Force and DoD computer networks to defend against hostile information operations. Analyzes risks and/or vulnerabilities and takes corrective action to mitigate or remove them.

Reviews and implements C4 systems requirements. Performs strategic and budget planning for systems hardware and software. Coordinates and implements system service level agreements and memoranda of understanding with user agencies.

As part of the Cyberspace Support career field family, manages, supervises, and performs 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 status of 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.

Will perform all other duties as assigned. |