



Delaware Air National Guard Active Guard Reserve (AGR) Position Vacancy Announcement

SECTION I: Administrative

Authority: Title 32 USC 502(f), ANGI 36-101

Position Title: Cyber System Ops Specialist	Position Number: 05-AF-15	Open Date: 7 April 2016	Close Date: 22 May 2016
Required AFSC: 3D0X2	UMD Position Number: 0875708	Minimum Grade: N/A Maximum Grade: TSgt/E6	
HRO Point of Contact		Duty Location	
Email: NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL Telephone: (302) 326-7806 or (302) 326-7807 Facsimile: (302) 326-7119		Delaware Air National Guard 166 th Network Warfare Squadron New Castle, Delaware 19720	

ZONE OF CONSIDERATION

Zone 1	Restricted Statewide (On-Board DANG Active Guard Reserve (AGR) Airmen Only)
Zone 2	Unrestricted Statewide (DANG AGR & Traditional Airmen)
X Zone 3	Nationwide (Airmen eligible to become a member of the DANG)

DUTIES AND RESPONSIBILITIES

This position is located in the Maintenance Section of a Cyberspace Operations Squadron. This unit helps protect the nation's war-fighters' information, cyber mission systems, computer networks, critical infrastructure and key resources. The purpose of the position is to design, deploy, install, operate, configure, maintain, modify, and recover various types of cyberspace information technology (IT) systems and their components.

Provides technical assistance and guidance to the users of the system to include adherence to established policies and procedure. Develops and coordinates Internet Protocol Networks for local, metropolitan, and Wide Area Networks. Administers the implementation of approved IT projects and contracts by planning the installation, maintenance and evaluation of the system. Coordinates with outside agencies and customers to provide required services and technical solutions. Develops and manages problem and trend analysis data of communications equipment and systems. Prepares, maintains and submits applicable maintenance records and reports. Establishes a help desk program that uses the approved management software and/ or programs to remediate software/equipment trouble calls. The incumbent will establish, follow and maintain work center-level Quality Assurance requirements in compliance with T.O. 33- IOO IA.

MINIMUM QUALIFICATION REQUIREMENTS

- 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 AFI 36-2905.
- Air National Guard members must meet the physical qualifications outlined in AFI48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty.
- Must meet any Special Requirements as specified on Position Description.
- Failure to maintain the appropriate security clearance level will result in removal from the AGR program.
- Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
- You must be in a military status to apply for an AGR position.
- Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade 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 over grade status.
- 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.
- IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service (AFS) prior to Mandatory Separation Date (MSD). Individuals selected that cannot attain 20 years of AFS prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
- 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 to 18 months when in the best interest of the unit, State, or National Guard.
- 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.
- IAW ANGI36-101, paragraph 4.1.6.3, applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment.
- **MUST BE ABLE TO OBTAIN/MAINTAIN APPROPRIATE CREDENTIALS/BADGES AND CLEARANCES (TS/SCI W/ POLY) THAT OUR SUPPORTED AGENCIES REQUIRE FOR ACCESS TO FACILITIES AND SYSTEMS.**



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APPLICATION REQUIREMENTS

At a minimum, the following forms and documents will be required from all applicants:

- **DENG AGR (Air) Applicant Worksheet.**
- **NGB Form 34-1** (Application for Active Guard/Reserve (AGR) Position).
- **NGB Form 34-2** (Certificate of Agreement and Understanding – Initial Entry Only).
- **NGB Form 34-3** (Certificate of Agreement and Understanding – OTOT Only).
- **DENG Point of Contact Form.**
- Copy of **state and military driver's license.**
- Current **Report of Individual Personnel (RIP)**: Obtained from Virtual Military Personnel Flight (vMPF) or the Force Support Squadron (FSS). Must show ASVAB Test Scores and awarded AFSC(s).
- **AF Form 422 or AF Form 469** - Physical Profile Report. Must be obtained from Medical Group. Must be dated within the last 12 months. All applicants **MUST** submit either one of these forms. Must show PULHES.
- **DD Form 214/215**- all copies ever received and any other official documentation to verify all Active/Reserve/National Guard service. The DD Form 214 must be the copy which includes the bottom portion of the document indicating the reason for Release from Active Duty (REFRAD) and the RE (reenlistment) code.
- **Resume** and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- **Performance Reports**- Applicants must include last 5 received EPRs/OPRs to include current. Any packets not containing the last 5 received EPRs/OPRs must include IAW AFI36-2406 para. 1.2.2.2 the following forms to justify all absences/overlaps or gaps. AF Form 77(LOE)/AF Form 475(TR) whichever is applicable to your situation. A Memorandum for Record (MFR) must be submitted if you do not have the listed AF Forms. All gaps/absences/overlaps must be explained.
- **Air Force Fitness Management System (AFFMS)** – Current passing (test within last 12 months) official printout from AFFMS database showing a score of 75 or higher.
- **Letters of Recommendation** (optional) signed by a SMSgt/CMSgt/Lt Col or above.

IMPORTANT NOTES REGARDING THE COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Blank forms can be located on the AGR SharePoint site ([Active Guard Reserve \(AGR\) Branch - Application Forms](#)) and the Delaware National Guard Website ([DNG Website](#)).
- Applications must be typed or printed in legible dark ink, signed and dated. Incomplete application packages (i.e. failure to explain “yes” answers in Section IV on the NGB 34-1) will not be processed for board consideration.
- Applications will be submitted to NG.DE.DEARNG.MBX.HRO-AGR@MAIL.MIL as one (1) attachment.
- Failure to follow the instructions in this announcement will result in packet disqualification.
- Any falsification of the eligibility requirements will result in immediate release from the AGR Program.
- Records of applicants will be screened by the HRO - AGR Management Section prior to submission to the selection panel.
- Applicants who do not meet eligibility requirements and whose names are not submitted to the selection panel will be notified of their non-selection within 30 days of final selection.
- Individuals selected for positions should not quit their current job or enter into any contractual agreements with lending institutions, etc. until AGR orders have been published by the HRO-AG office.

SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

*** Must be certified IAW DOD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996 and current AF directives.

*** Minimum requirements are specified in the most recent 8570 PD template on the A3CC Page of the GKO Portal at <https://gkoportal.ng.mil/ang/A3/A3C/A3CC/Cyber%20ps%20Templates/Forms/Allitems.aspx>

*** Must be available other than normal duty hours to include weekends to support exercises/crisis planning. TDY may be required.

LENGTH OF TOUR/APPOINTMENT

IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Initial tours will have a probationary period of 3 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).

The publication of AGR orders by HRO will be the official appointment into the Delaware Air 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).

The Delaware National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.



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PVA #: 05-AF-16

Closing Date: 22 May 2016

POSITION TITLE: Cyber Systems Operations Specialist (3D0X2) – Maintenance Lead

ORGANIZATION LOCATION: 166th Network Warfare Squadron - Delaware Air National Guard

MAJOR DUTIES:

1. Installs, supports and maintains assigned squadron's weapon system operating systems (OS) and other software applications, while also ensuring the systems' current defensive mechanisms are in place (patches, software updates, etc.). (40%)

a. Responds to service outages and interruptions in network operations.

b. Administers server-based networked systems, distributed applications, network storage, messaging, administrator accounts, end user accounts, system security settings, and application monitoring required to provision, sustain, operate and integrate cyber networked systems and squadron weapon systems and their applications in garrison and at deployed locations. Core competencies include: server operating systems, database administration (Active Directory), web technologies, systems-related project management and overseeing computer operators' use of installed software applications.

c. Ensures continuing weapon system operability by providing ongoing optimization and problem solving support of installed OS and its application software.

d. Ensures the equipment and components are fully mission capable and meet standard installation practice technical order and accepted commercial installation specifications.

e. Installs and configures squadron's deployable weapon system's equipment, OS and supporting applications at remote locations. Works connection and authorities issues to ensure deployed components can communicate with garrison and mobile weapon system components.

f. Implements and enforces national, DoD, and Air Force security policies and directives. Applies system security policies to safeguard systems and information. Utilizes enterprise patching tools to implement security updates and patches to include: Information Assurance Vulnerability Assessments (IAVA), C4 Notice to Airmen (C4 NOTAM), Time Compliance Network Orders (TCNOs), Time Compliant Technical Orders (TCTOs), OS patches, and antivirus software.

g. Categorizes, isolates, and resolves system problems. Performs fault isolation by validating, isolating, correcting faults, and verifying service restoration with customers. Processes, documents and coordinates resolution of trouble calls from lower support echelons.

h. Processes scheduled and authorized outages of weapon system equipment. Submits outage request/reports in response to unscheduled outages.

i. Performs systems resource management, manages systems accounts, responsible for inventory and safeguarding of the assets, performs systems-wide backups and data recovery, and load and system capacity planning and management.



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j. Provides formal and informal training to the assigned work center staff on the installation, operation, and maintenance of the squadron's weapons system OS and associated applications for continuity and sustainability.

2. Maintains and administers cyber equipment OS and associated application software for the squadron's offline training environment (OTE). Installs, upgrades, replaces, configures and maintains cyber squadron OTE network infrastructure applications. Manages OTE infrastructure using the latest approved software tools. (20%)

a. Manages, installs, and upgrades applications and software to optimally sustain virtual training environments running on the OTE.

b. Establishes priorities, maintains, tests, troubleshoots and repairs the OTE systems utilizing tools and test procedures. Isolates malfunctions in the operation of the OTE by using diagnostic software, technical data, block diagrams and other tests requiring specialized testing procedures.

c. Manages OTE operational implementation and project installation and ensures configuration and integration conformity. Develops, plans, and integrates the squadron OTE systems. Serves as advisor at meetings for the OTE design, squadron operational programs and software upgrades. Evaluates the squadron's OTE comprehensive network plan and consults with the squadron systems administrator on future civil engineering projects. Performs mission reviews with customers.

d. Administers server-based networked systems, distributed applications, network storage, messaging, administrator accounts, end user accounts, system security settings, and application monitoring required to provision, sustain, and operate the OTE during scheduled training events.

e. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project upgrade packages and amendments. Monitors project status and completion actions.

f. Manages and maintains system software installation records, files, licenses and indexes. Evaluates software and application contracts, support licenses, and OS software licenses to determine equipment availability, systems operability, and future equipment software upgrades and support.

g. Provides formal and informal software and application training to assigned work center staff on the installation, operation, and maintenance of the squadron's OTE OS and supporting application software for continuity and sustainability.

3. Prepares Unit Training Assembly, Annual Training, and currency training events for maintenance support personnel. Schedules and prepares these events early enough in the planning process to optimize available training time. Monitors assigned military members' mission readiness status ensuring any deficiencies are recognized. Works with scheduling section to provide opportunities for assigned members, to maintain full mission readiness. Ensures training for each event has been prepared and is ready. Coordinates with the operations section to ensure all assigned equipment is in good working condition and ready for each planned mission or training event. (20%).



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4. Installs, configures and programs in-garrison cyber network equipment to include laptops, NIPRNet desktops, SIPRNet desktops, audio/video equipment, telephone systems, KVM equipment, and projectors. Programs and uses local/remote management tools to administer and operate active network systems. (10%)

a. Maintains and administers in-garrison network software/application installs, databases, records and forms.

b. Initiates, tracks, and maintains shipping, receiving, supply, equipment documents, software licenses, and software products.

c. Coordinates with maintenance section on request for service orders. Attends local and remote meetings on the status, upgrades, life cycle, and equipment management of squadron in-garrison IT equipment.

d. Evaluates and recommends commercial off-the-shelf software (COTS) solutions for all telecommunications requirements. Coordinates with local purchasing officials and contracting agents on the service, licensing, and maintenance contracts of in-garrison network/end user equipment.

e. Conducts periodic inspections of in-garrison systems equipment operation and its repair activities. Interprets inspection reports and implements corrective actions, documents inspection and maintenance actions.

f. Provides formal and informal training to the assigned work center staff on the installation, operation, and maintenance of squadron in-garrison equipment.

g. Manages squadron in-garrison IT equipment account. Conducts inventories. Monitors life-cycle replacements. Ensures accountability for all Automated Data Processing Equipment (ADPE) items.

5. Provides direct support to customers and squadron leadership by recommending new hardware and software solutions to meet IT needs, conducting site surveys, providing training, or troubleshooting system configurations and interoperability.

Performs other duties as assigned.

SIGNIFICANT FACTS:

Must be able to obtain and maintain a Top Secret/Special Compartmented Information (TS/SCI) eligible security clearance.

Must be certified IAW DOD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996 and current AF directives.

Minimum requirements are specified in the most recent 8570 PD template on the A3CC Page of the GKO Portal at

<https://gkoportal.ng.mil/ang/A3/A3C/A3CC/Cyber%20ps%20Templates/Forms/Allitems.aspx>