

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: **IT Specialist (Network)**
Announcement No: **17-A309**
Opening Date: **07 November 2016**
Closing Date: **06 December 2016**
Max Grade Authorized: **E-6**
Min Grade Authorized: **E-4**
Duty SSI/MOS/AFSC: **3D072**
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: **Maj Jason Allen, Commander, 153 CF**
Selecting Official: **1stLt Benjamin Ward, Communications Chief, 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

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 SSG Katie Upton (307) 772-5227 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

- 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

This position is located in the Operations Flight of a Base Communications Squadron, Mission Support Group, in an Air National Guard Wing. This position is responsible for providing voice, data, wireless, Communications Focal Point (CFP) and information security services provided to the Wing, supported Geographically Separated Units, and Tenants. The incumbent specializes in one or more of the major information technology (IT) and/or communications systems/functions managed and maintained by the Squadron - network infrastructure, wireless systems, voice systems, and CFP operations. The purpose of this position is to serve as a customer support specialist performing work involving analytical and evaluative duties related to classified and unclassified information technology networks and/or cyber system with primary knowledge requirements of information processing methodology, information technology, telecommunications systems, computer capabilities, processing techniques, IT trouble ticket management, and data communications. The network infrastructure systems include: local/wide/virtual area networks (LAN/WAN/VLAN), intrusion detection systems, closed circuit television, network switches, routers, information transfer nodes (ITN), and platform IT systems. The wireless systems include: trunked UHF/VHF/HF systems, regulated and unregulated radio and wireless network systems, personal wireless communications systems (PWCS), wireless teleconferencing, and wireless LANs to support Wing, Geographically Separated Units (GSU), and Tenants. The voice systems include: plain old telephone systems (POTS), networked secure and unsecure voice, Voice over Internet Protocol (VoIP), voice mail systems, unified communications network systems, and Video Tele-Conferencing (VTC) networks. The CFP function includes: planning, directing and scheduling of the information technology work load distribution.

To ensure full coverage for all systems supported, each incumbent is expected to maintain a high level of proficiency for all systems supported by the Communications Squadron. While each incumbent may specialize in one system category, to ensure full coverage during workload fluctuations as well as employee absences, each incumbent will cross-train to support all IT and communications systems. Throughout the year, each incumbent will perform customer support work for all three IT/communication system categories.

Manages the assigned IT/communications environment with privileged access at the network level for the Wing, Geographically Separated Units (GSU), and Tenants. Plans, coordinates, installs, and continuously analyzes system design, hardware and software. Develops, recommends, and installs solutions and upgrades to ensure availability, integrity, efficiency, and reliability of all components of the assigned system. Provides Information Assurance systems support for all disciplines, ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of network services. Performs system audits to assess security parameters and performance of IA controls within the network environment.

Serves as a focal point for ensuring functionality and operability of the assigned IT/data systems/functions, voice and wireless systems to support mission requirements of Wing, Geographically Separated Units (GSU), and Tenants. Optimizes the functionality and performance of hardware and software systems and ensures availability, integrity, efficiency, and reliability of system/functional resources while managing the communications focal point coordination and workload distribution duties. Analyzes,

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manages, and directs installation of any new hardware or software introduced into the environment to ensure its compatibility with existing architecture, its reliability, and functionality in relation to the organization's business requirements. Runs tests to verify operability and functionality; analyzes hardware and software malfunctions to resolve physical and logical processing problems; and recommends acquisition of programs, process or equipment which will resolve operational problems. Provides on-going optimization and problem solving support; continually surveys system operation to identify potential systems problems which could lead to loss or serious interruption of service. Oversees and initiates corrective or preventative measures to rectify immediate problems and prevent future occurrences through the CFP. Troubleshoots and diagnoses system failures to isolate source of problems. Performs testing, troubleshoots, corrects problems, and distributes workload relative to interface and interoperability of system components such as hardware, systems software, and applications programs. Provides proactive consultation and instruction with system users and technical specialists to ensure seamless implementation of changes. Assesses and mitigates security vulnerabilities of installed system hardware and software.

Provides customer technical assistance and support for all users. Provides ongoing technical support to customers to ensure proper functional use of equipment and programs and to preclude undue interruptions to IT and communications services. Works with customers to ensure efficient operations which support each unit's requirements. Assists in solving problems associated with delivery of hardware and software orders. Provides management with information necessary to address difficult and complex problems in automating work processes. Tracks life of system equipment, prepares and provides analyses to determine future maintenance and replacement costs to help justify budget submissions. Reviews purchase requests and statements of work, ensuring documentation is sufficient to justify enhancements necessary to keep systems current and ensuring requested equipment and applications are compatible with existing infrastructure. Promotes use of assigned systems by providing instructions to functional area users on IT/communications processes and procedures associated with each supported system. Works with the CFP and customers to resolve integration or configuration related issues associated with a variety of different system platforms, operating systems, applications, and equipment configurations.

Determines customer requirements and assists customers by recognizing and analyzing trends and providing instruction and orientation services. Identifies and documents system requirements for specific needs of customers. Conducts in-depth analyses of system usage, user complaints, traffic interruptions, hardware and software capabilities, and other relevant factors. Recommends methods and procedures and coordinates corrective action to optimize utilization of present equipment. Ensures upgrades to the base IT and communications infrastructure are identified and assists customers in developing and submitting recommendations for additional equipment and funds. Cooperates and works with squadron personnel in planning and developing new or additional infrastructure/architecture capabilities. Identifies potential performance or capacity problems. Works with technical support personnel in resolving problems. Manages system user accounts, resets system passwords, and resolves firewall issues. Responds to trouble reports by analyzing problems, providing solutions, and recommending actions necessary to avoid future difficulties such as enhancing, replacing, or modifying existing programs, applications, and equipment. Maintains

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records of analyses, tests, and the techniques and procedures applied in problem resolution to establish a record of activities for future use. Coordinates efforts between system customers, system support personnel and commercial vendors to identify and resolve hardware, software, and other system anomalies. Records problem reports as they occur and analyzes data to determine trends in use or performance that could lead to future problems. Provides orientation in the use of new or changed technology. Provides formal or informal training to ensure users understand the interrelationships of the system and are able to operate the system without undue difficulty. Prepares user manual or instructions for assigned applications.

Conducts feasibility studies to identify and analyze system failures and analyzes data to determine if trends exist which forecast the need for future replacement or modification of system hardware and software. Based upon the results of studies and the analyses of trends in usage and system problems, determines the feasibility of significant modifications vs. replacement to improve reliability. Participates with operating officials, system users, and others in progress review of established systems to determine the reliability, productivity, and user friendliness of the existing system hardware and software. As budget constraints dictate, evaluates alternative means of satisfying user requirements and provides management with the most technically feasible and cost efficient approaches to meet changing needs. Uses benchmarks, performance measurement, and evaluation data in conjunction with modeling and simulation techniques in planning for increased capacity and to support additional workloads. Performs independent research of literature and consults with a variety of vendors, IT and communications specialists in other agencies, and members of professional associations to determine availability and feasibility of modifying existing systems. Provides cost analyses for new/upgrade infrastructure and architecture capabilities. Keeps abreast of changes in technology to assist management in preparing for future enhancements. Forecasts future needs and prepares recommendations, justifications, and specifications for equipment and applications. Examines and evaluates alternative means of satisfying user requirements and makes recommendations to management regarding the most effective and efficient approaches.

Coordinates frequency needs with command level spectrum management office to maintain current allocations and obtain new authorizations. Secures operating authority, and ensures minimal interference by ANG radio frequency (RF) operations. Analyzes RF spectrum requirements and determine compatibility with other users considering transmitter and receiver specifications, antenna data, emission characteristics, and modes of radio wave propagation. Reviews and validates radio frequency allocations. Maintains frequency records and associated databases. Examines spectrum allocation data and frequency assignment records to determine suitability of specific equipment planned for deployment. Provides spectrum management guidance to units deploying equipment in support of contingency, exercise, or wartime requirements.

Installs, maintains, and repairs hardware devices supporting a broad range of information and communications systems. Uses detailed knowledge of concepts, principles, methods, and practices with sophisticated diagnostic equipment and complex diagnostic software to identify and resolve internal system and network conflicts. Applies diagnostic equipment to test, configure, evaluate, and optimize all high bandwidth circuits. Designs, develops and conducts technical and operational tests and

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evaluations of a wide range of communications equipment and systems using performance management and measurement methods. Coordinates and prepares items for contract or warranty repair or replacement as required. Receives, inspects, installs, and verifies the proper operation of equipment returned. Accomplishes required documentation.

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

Performs all other duties as assigned |