

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	16-038
Date of announcement:	17 March 2016
Closing Date:	15 April 2016 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	1 May 2016
Position Description & #:	Cyber Transport Systems Pos# 0802305
Duty Location:	Reno, NV
Unit:	152 Intelligence Squadron
Area of Consideration:	Statewide*; *Current Members of Nevada Air National Guard
Grade:	Enlisted E-5/ SSgt- Max E-7/ MSgt
AFSC:	3D1X2 Required.
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years
Human Resources Point of Contact:	SMSgt Joseph Henle (775) 887-7391/DSN 530-7391 mailto:joseph.a.henle.mil@mail.mil
Unit Point of Contact:	SMSgt Nicholson (775) 788-8767 /DSN 830-8767 daniel.p.nicholson.mil@mail.mil
NOTE: *Statewide means: Only current members of the Nevada Air National Guard, AGR's, Technicians, or Traditional Members (DSG) may apply.	

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HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 20131111, must be complete with original signature (Available on NGB Forms) http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **AF Form 1042**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPRs.
10. Initial Photograph:
 - Official Military BIO Photo in Dress uniform without headgear preferred. Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.
12. Initial Sanctuary Waiver. If initial tour will bring member in Sanctuary, 18-20 years Total Active Federal Military Service, applicant must complete waiver IAW AFI 36-2131 Attachment 4. Not applicable for members who have attained Career AGR Status in NVANG.
13. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:
Nevada Military Department
ATTN: HRO AGR Branch NGNV-HR-AG
2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received in the HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

Major duties:

Serves as a technical expert and focal point for the installation and configuration of hardware and software on personal computers and for personal data assistants associated with assigned systems. Develops, modifies, and tests overall system backup and recovery strategies for assigned systems. (2) Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer needs. Work pertains to the administration of all systems, including a myriad of associated hardware platforms, software applications and numerous interfaces included in the Local Area Network (LAN). (3) Serves as a technical expert on multiple operating systems and computer platforms. Determines equipment and communications requirements and interfaces with other systems. Evaluates machine usage and develops plans for the necessary acquisition to support future automation (hardware and software) requirements. (4) Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Considers factors such as compatibility with standard systems, conversion or implementation costs, and impact on existing equipment. Installs, configures and tests products and equipment being reviewed. (5) Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation /use of assigned C4 systems, services, and activities. Analyzes policies, regulations, and system provisions governing standard operating systems and provides assistance and advisory services to users. (6) Implements systems software changes, operating system releases and maintains the operational status of systems. Coordinates with system developers resolving hardware and/or software malfunctions. (7) Performs security management in accordance with National Guard Bureau (NGB) and Air National Guard (ANG) regulations and policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment. (8) Implements ANG policy relating to systems storage requirements. Analyzes system operations to identify inefficiencies and takes action to resolve

problems and ensure optimal performance and consistency. (9) Provides input to the ANG Continuity of Operation Plan (COOP) procedures for system disaster recovery. COOP recovery includes reestablishment of systems at multiple sites and locations. (10) Installs and configures workstation or network operating systems, and applications software on a wide range of configurable information systems devices. Configures a wide variety of devices requiring diverse interfaces and device drivers in multiple operating system environments using a wide variety of hardware platforms. Enforces command standards for hardware and software configurations. Configures workstation security parameters. Troubleshoots and corrects software problems to include resolving conflicts between applications, hardware and/or device conflicts, and operating system faults. Detects and removes computer viruses. Restores critical data files. Updates hardware and software architecture databases to reflect installations, turn-ins, and changes in reportable software. (11) Performs additional duties as assigned.

AFSC QUALIFICATION REQUIREMENTS:

3D1X2 required.

Mandatory AFSC Entry Requirements:

- Aptitude Electrical 70/60 and Cyber-Test 60
- Demonstrated Weight lift of 50 lbs
- PULHES 333233

AFSCs not open to non-United States Citizens. AFSCs identified are open to United States nationals.

ADDITIONAL REQUIREMENTS:

Knowledge of electronic and network principles, information assurance, telephony, copper and fiber-optic transmission principles, cryptographic techniques, network system installation practices, project and circuit diagram interpretation, test equipment, special tools, and management practices is mandatory.

Education. For entry into this specialty, completion of high school is mandatory. Additional courses in mathematics, computer science or information technologies is desirable. Network+ certification is desirable.

Training. For award of AFSC 3D132, completion of Cyber Transport initial skills course is mandatory.

Experience. The following experience is mandatory for award of the AFSC indicated:

3D152. Qualification in and possession of AFSC 3D132. Also, experience in installation, maintenance, and repair of voice, data and video network infrastructure and cryptographic equipment.

Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 3D152/72, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management* is mandatory.

NOTE: Award of the 3-skill level without a completed SSBI is authorized provided an interim Top Secret security clearance has been granted according to AFI 31-501.

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. The initial tour length is three years. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.