

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24TH STREET  
LINCOLN, NEBRASKA 68524**

**ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT**

**Announcement Number:** AGR-AF-18-005  
*Concurrent Tech Announcement NE-10075728-AF-18-009*

**Closing Date:** 27 November 2017

**Position Title:** IT Specialist (Network)

**Location:** 155<sup>th</sup> Communications Flight,  
Lincoln, NE

**Military Grade Range:** Minimum: A1C/E-3 - Maximum: MSgt/E-7

**Military Requirements:** Designated assignment for this position is 3D0X2. Selectee must become AFSC qualified and DoD 8570 within 12 months. AFSC qualifications include ASVAB General Score 64 or higher (or 54 and Cyber-Test 60), PULHES 333233 and must be able to lift 50lbs. This position is not open to AGR's in Fenced positions. Must be able to obtain and maintain a TOP SECRET security clearance for this position. **Applicants will review the qualifications for the award of this AFSC in the Force Manual 36-2105. Failure to review these qualifications may result in the applicant not being eligible for the position.**

**Area of Consideration:** All Current **On-Board** AGR Members of the Nebraska Air National Guard in the grade of A1C/E-3 to MSgt/E7 may submit an application for this position. Must be willing to take a reduction in rank if you exceed the maximum grade.

**Qualified applicants will be referred to the selecting official per the approved collective bargaining agreement.**

**Area 1 – AFSC Qualified**

**Area 2 – Non AFSC Qualified**

**Summary of Duties:** This position is located in the Communications Flight Operations Branch. The purpose is to serve as a base systems administrator to monitor the Local and Wide Area Network (LAN/WAN).

1. 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.

2. 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

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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.

3. 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 (CMIIs) and classified file incidents (CFIs).

4. 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.

5. 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.

6. 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. Evaluates contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems.

## **Application Instructions:**

**Please read the application instructions as there have been changes to the application and process for applying.**

**!!! IMPORTANT NOTICE!!!**

**Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.**

E-mail may be sent to [ng.ne.nearng.list.hro-agr-job-apps@mail.mil](mailto:ng.ne.nearng.list.hro-agr-job-apps@mail.mil) with a subject line of "Job Application AGR-AF-\_\_-\_\_ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted. Applications submitted in binders or document protectors will not be accepted.** Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

**Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.**

Yes  No 1. **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111.** This form can be downloaded from the Nebraska National Guard Opportunities webpage. **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. \_\_\_\_ (Initials)

Yes  No 2. **Records review RIP / SURF Sheet** \_\_\_\_ (Initials)

Yes  No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR),** or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. \_\_\_\_ (Initials)

Yes  No 4. **Current Point Credit Summary** - Applies to Reserve Component Only \_\_\_\_ (Initials)

Yes  No 5. **Current Flying History Report** (if applicable) \_\_\_\_ (Initials)

Yes  No 6. **AF 422 or DD 2992** (showing current physical PULHES) and PHA within 12 months \_\_\_\_ (Initials)

Yes  No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History** Member must provide current documentation **from their fitness monitor** showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. \_\_\_\_ (Initials)

*The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.*

**Mail applications to:** NE National Guard  
Human Resource – AGR Branch  
2433 NW 24<sup>th</sup> Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.*