

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

***ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT***

**Announcement Number:** AGR-AF-18-009  
*Concurrent Tech Announcement NE-10075728-AF-18-026*

**Closing Date:** 5 March 2018

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

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

**Military Grade Range:** Minimum: SrA(P)/E-4 - Maximum: TSgt/E-6  
(Promotion to TSgt is contingent upon availability of control grade)

**Military Requirements:** Designated assignment for this position is 3D0X3. 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 40lbs. 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 SrA(P)/E-4 to TSgt/E-6 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 Plans and Implementation Branch. The purpose is to safeguard and control all COMSEC equipment entered into COMSEC Management Control System keying material, COMSEC information, and other COMSEC-related functions. Administers the COMPUSEC Program and protects Information Technology (IT) assets against unauthorized, accidental, or deliberate modification, disclosure, and destruction of data.

1. Conducts cybersecurity risk management framework assessments; ensures enterprise cybersecurity policies fully support all legal and regulatory requirements and ensures cybersecurity policies are applied in new and existing IS resources. Identifies cybersecurity weaknesses and provides recommendations for improvement. Monitors enterprise cybersecurity policy compliance and provides recommendations for effective implementation of IS security controls.
2. Evaluates and assists IS risk management activities. Makes periodic evaluation and assistance visits, notes discrepancies, and recommends corrective actions. Audits and enforces the compliance of cybersecurity procedures and investigates security-related incidents to include COMSEC incidents, classified message incidents, classified file incidents, classified data spillage, unauthorized device connections, and unauthorized network access. Develops and manages the cybersecurity program

and monitors emerging security technologies and industry best practices while providing guidance to unit level Information Assurance (IA) Officers.

3. Responsible for cybersecurity risk management of national security systems during all phases of the IS life cycle through remanence security (REMSEC).

4. Integrates risk management framework tools with other IS functions to protect and defend IS resources. Advises cyber systems operations personnel and system administrators on known vulnerabilities and assists in developing mitigation and remediation strategies. Provides CIA by verifying cybersecurity controls are implemented in accordance with DoD and Air Force standards. Ensures appropriate administrative, physical, and technical safeguards are incorporated into all new and existing IS resources through certification and accreditation and protects IS resources from malicious activity.

5. Performs COMSEC management duties in accordance with national and DoD directives. Maintains accounting for all required physical and electronic cryptographic material. Issues cryptographic material to units COMSEC Responsible Officer (CRO). Provides guidance and training to appointed primary/alternate CRO. Conducts inspections to ensure COMSEC material is properly maintained and investigates and reports all COMSEC related incidents.

6. Performs EMSEC duties in accordance with national and DoD EMSEC standards. Denies unauthorized access to classified, and in some instances, unclassified information via compromising emanations within a controlled space through effective countermeasure application. Ensures all systems and devices comply with national and DoD EMSEC standards. Inspects classified work areas, provides guidelines and training, maintains area certifications, determines countermeasures; advises commanders on vulnerabilities, threats, and risks; and recommends practical courses of action.

7. Responsible for oversight or management of installation Information Assurance awareness programs. Performs or supervises user cybersecurity awareness and training. Promotes cybersecurity awareness through periodic training, visual aids, newsletters, or other dissemination methods in accordance with organizational requirements.

8. 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 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.*