

**NEBRASKA ARMY NATIONAL GUARD
DIRECTORATE OF PERSONNEL ADMINISTRATION
ENLISTED PROMOTION SECTION
2433 NW 24TH STREET
LINCOLN, NEBRASKA 68524**

TRADITIONAL VACANCY ANNOUNCEMENT

Announcement Number: 18-8ANA1-23815

Closing Date: 15 April 2018

Position Title & Unit Info Tech Spec
Defense Cyber Operations Element, JFHQ

Location: Lincoln, NE, 2433 NW 24th Street

Military Grade Range: Minimum E5/ SGT - Maximum E7/ SFC

Military Requirements: The CPMOS for this position is 25B4O. A minimum score of 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002. A minimum score of 95 in aptitude area ST on ASVAB test administered on and after 1 July 2004. Must possess and be able to maintain a Security Clearance of SECRET and meet the physical demand requirements of DA Pam 611-21. MOS qualification, if required, must be completed IAW current policy and training guidance. Selected individual may incur additional training requirements for SQI and/or ASI requirements for the duty position (see unit specific requirements below). The qualifications for the award of this MOS can be found in DA Pam 611-21.

Area of Consideration: All eligible members of the Nebraska Army National Guard and individuals who are eligible for Enlistment or transfer into the Nebraska Army National Guard who meet the grade requirements stated in Military Grade Range listed above. In order to be promoted in this position, the Soldier must be on the current EPS list and fully qualified for promotion IAW AR 600-8-19. Soldiers not holding the requisite NCOES for their current grade must agree to complete all NCOES/SSD Requirements within one year of assignment.

General Requirements:

1. Currently assigned E5/SGT- E7/SFC.
2. Not currently "Flagged from Favorable Personnel Actions" or under a "Bar to Reenlistment."
3. Ability to meet other requirements as stated in **Military Requirements** above.

Summary of Duties: Plan, supervise, coordinate, and provide technical assistance for the installation, operation, systems analyst functions, unit level maintenance, management of multi-functional/multi-user information processing systems in mobile and fixed facilities. Perform information assurance functions for CERTS. Participate in development of the continuity of operations plan (COOP), information systems plans (ISP), information management plan (IMP) and information management master plan (IMMP). Conduct quality assurance of information systems operations. Perform duties of COMSEC custodian in accordance with appropriate regulations. Supervise the operation of the ISSO. Establish and operate the printing and duplication program. Supervise, implement classified document control policies, procedures, standards and inspections. Provide guidance on printing and publication account procedures, processes and regulatory requirements. Control production operations in support of command or agency priorities. Develop and enforce policy and procedures for facility management. Develop, direct, and supervise training programs to ensure Soldier proficiency and career development. Organize work schedules and ensure compliance with directives and policies on operations security (OPSEC), signal security (SIGSEC), COMSEC and physical security. Write unit or facility standing operating procedures (SOP). Arrange higher level or contractor support maintenance for assigned equipment. Prepare or supervise the preparation of technical studies, evaluations, reports, correspondence and records pertaining to information system operations. Direct high level programming projects. Briefs staff and operations personnel on matters pertaining to information systems.

Application Instructions: Submit a completed "Traditional NCO Vacancy Application" by e-mail to "ng.ne.nearng.list.g1-epm@mail.mil" with a subject line of "**Vacancy Application 18-8ANA1-23815**" or in hard copy to the G1 office no later than 1600 hours on the closing date. Electronic applications must be in PDF format on one single attachment. The use of official mail to forward employment applications is prohibited. Applications or attachments which are unreadable or cannot be opened will not be accepted or considered. DPA is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may verify receipt of their application telephonically by calling (402)309-8152.