



**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2025-25

Open: 04-Mar-25 Closes: 02-Apr-25

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
CYBER DEFENSE OPS	1D771K	TSGT/E6	TBD

ADVERTISE: Current On Board AGRs and Technicians

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: 145th Communications Squadron 4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Mr. Mark Peterson	mark.peterson.32@us.af.mil	704-391-4455	231-4455

DUTIES AND RESPONSIBILITIES

RIEF JOB DESCRIPTION:

The 145th Communications Squadron, 145th Wing, NC Air National Guard is seeking a highly qualified candidate to join the Data Operations Work Center based at Charlotte Air National Guard Base in Charlotte, NC. The successful candidate will be responsible for:

- Facilitating data-driven decision-making by utilizing information operations and software development methodologies.
- Modernizing and enhancing the capabilities of war-fighters and weapon systems/platforms through the rapid design, development, testing, delivery, and integration of secure, reliable mission-enabling systems.
- Delivering automated solutions to Commanders for making real-time, data-driven decisions.
- Administering Enterprise Information Systems (EIS - SharePoint) to support knowledge management and collaboration by developing, designing, and maintaining websites.
- Providing guidance to Wing Leadership on advancing the organization towards effective knowledge management practices.
- Managing the organization's processes for planning, coordinating, sharing, and controlling information.
- Overseeing the Records Management and Records Life-cycle Program, ensuring compliance with statutory records management requirements, including training, policies, and technologies.
- Overseeing the Freedom of Information Act (FOIA) and Protection of Personal Identifiable Information (PII) Privacy Programs
- Serving as a local subject matter expert on the usability and capabilities of enterprise-provided user applications, including those in the O365 suite, to optimize organizational productivity and efficiency.

The role involves providing administrative control and technical supervision over personnel responsible for network services functions and systems administration of information technology. The successful candidate will have expert knowledge of IT and communications system architecture, integration techniques, system analysis, and testing methods. They will also have knowledge of a wide range of IT principles, concepts, methods, advancements, policies, design, development, testing, and applications, both hardware and software. The candidate must also have knowledge of information assurance, network security, and techniques to ensure serviceability, safe operation, proper configuration, accountability, and sustainability of systems. The candidate will be required to conduct interviews and evaluations, analyze findings, and develop recommendations. They will also be responsible for preparing and presenting findings and making recommendations through written and oral presentations.

Additional duties as assigned.

SPECIALTY QUALIFICATIONS

MIN/MAX RANK: SSGT/E5 - TSGT/E6
MUST HAVE CURRENT 1D771 AFSC

SPECIAL CONSIDERATIONS

Note: Security+ certification is required within the first six months of employment.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
9. Must have adjudicated Security Clearance before starting tour.

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. [NGB Form 34-1 Application Form](#) for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on [vMPF](#) (Must be a full RIP)
3. [ARCNet/AFFORGEN](#) Readiness print out. (includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from [myFitness](#)
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory
7. For Commissioning opportunities, include your AFOQT scores

EMAILING REQUIREMENTS

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended). PDF File Name should be: Job Number (i.e. 202X-XX), Last Name, First Name, Grade

*consider saving signed documents using *Print>Microsoft Print to PDF* prior to combining files

Email Completed Application Package to 145FSS.HRO.Actions@us.af.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.