

Conducts Cyber Systems Operations and associated support activities to defend and operate the DoDIN and other allied cyberspace. Cyber Systems Operations includes passive and active cyber operations to preserve the ability to utilize friendly cyber capabilities and protect data, networks, net-centric capabilities, and other designated systems as well as passive defense measures intended to maintain and operate the DoDIN and other networks such as configuration control, patching and firewall operations. Support activities includes but not limited to maintenance of cyber weapons systems, functional mission analysis, mission mapping, tool development, stan-eval, mission planning and data analysis.

Plans and organizes cyber support activities. Plans and supervises system installation and evaluates facilities layout and performance standards. Designs and develops organizational structures and determines equipment, training, and supplies required for systems implementation and support. Interacts with mission partners to ensure cyber capabilities meet mission requirements. Establishes tactics, techniques, and procedures. Evaluates operational readiness of communications equipment, network devices, sensors, intrusion detection, and related support equipment.

Directs activities responsible for system analysis and design, programming, operations and maintenance, security, systems management, technical support, plans, implementation, and resource management. Implements and interprets policies, directives, and procedures.

Establishes training requirements and programs to meet local knowledge and certification requirements and to enhance professional awareness of technology.

Inspects and evaluates maintenance activities for compliance with directives. Evaluates, rates, and prepares reports. Recommends and implements corrective action for improved methods and procedures. Evaluates effectiveness of equipment usage, systems performance, customer service, supplies, system scheduling, processing, and maintenance.

Plans, programs, and develops budget inputs to ensure resource availability for operational and training requirements.

Manages plans, implementation, and development functions. Helps functional users define requirements. Recommends automated methods to enhance resource use. Supervises functional user requirements translation into automated systems capabilities. Organizes teams that use methodologies to meet mission requirements. Supervises test and evaluation efforts to determine performance. Organizes and participates in mission implementation and conversion. Ensures continued interface between functional users, and programming and operations personnel for implemented systems. Ensures compliance with standards for systems documentation.

SPECIALTY QUALIFICATIONS

MIN/MAX RANK: NTE MSGT/E7

Knowledge is mandatory of: techniques and procedures of systems analysis and design; project management, communications-computer processing; system operation and maintenance; system and equipment capability, capacity, and logic; personnel and equipment performance measurement; awards programs and manpower and organization; security, administrative contract, training, resource, records, publications, deployment, logistics, and base/unit functional management.

SPECIAL CONSIDERATIONS

SEI of 9ZB

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.

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.
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 <u>NOT</u> 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 <u>NOT</u> 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 (<u>adobe portfolio is not recommended</u>). 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.