

***** Applications MUST be emailed to the HRO email *****
ng.ar.ararnng.mbx.hro-agr-applications@army.mil

MILITARY DEPARTMENT OF ARKANSAS
HUMAN RESOURCES OFFICE, BLDG 7300
CAMP ROBINSON-HRO-BOX 17
NORTH LITTLE ROCK, AR 72199-9600

<https://arkansas.nationalguard.mil/Careers/Current-Openings/Air-AGR/>

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 22-180A

OPENING DATE: 20 September 2022

CLOSING DATE: 04 October 2022

POSITION TITLE: Information Technology Specialist

MILITARY GRADE REQUIREMENTS: Enlisted, MSgt/E-7 not to exceed SMSgt/E-8 (pending controlled grade availability)

LOCATION: 188th Wing, Fort Smith, AR, Air National Guard

NOMINATING OFFICIAL: CMSgt Joanne Kramer

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION: All members of the 188th Wing that possess the Air Force Specialty Code (AFSC). In Accordance With (IAW) Air National Guard Instruction (ANGI) 36-101.

QUALIFICATION REQUIREMENTS: Must possess AFSC 1D7X1. Applicant must meet Body Composition and Physical Fitness Standards as stated in Department of the Air Force Manual (DAFMAN) 36-2905. Selectee must meet the PHA requirements outlined in DAFMAN 48-123 and AFI 48-170 and be current in all Individual Medical Readiness (IMR) requirements in accordance with AFI 10-250. **Note:** Individuals who exceed the maximum grade of this position (see Military Grade Requirement above) may apply; however, they will be required to accept an administrative reduction in grade prior to being placed into this position. **Must possess a Top Secret security clearance with eligibly for SCI access.**

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for Temporary Duty (TDY) purposes. Reserve Component Physical Health Assessment must medically qualify selectee within 12 months of closing date of announcement. Selectee will participate in unit of assignment during Unit Training Assemblies (UTAs) and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th WG, and assigned to a compatible military position in AFSC 1D7X1.

SUMMARY OF DUTIES: Prepares for, maintains currency for, and executes an advanced role in Cyberspace Systems Operations. Utilizes knowledge of systems security principles and concepts of emerging Information Technology (IT) security developments, and of the infrastructure protection environment to administer systems and maintain Cyberspace Operational Capabilities. Serves as a technical expert and software focal point on a variety of IT systems with different hardware and operating systems. Enforces command standards for hardware and software configurations. Develops, modifies, and tests overall system backup and recovery strategies for assigned systems. Configures workstation security parameters. Troubleshoots and corrects software problems to include resolving conflicts between applications, hardware and/or device conflicts, and operating system faults. Detects and removes computer viruses. Restores critical data files. Updates hardware and software architecture databases to reflect installations, turn-ins, and changes in reportable software. Serves as a systems and/or network administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet unit and mission partner needs. Work pertains to the administration of all systems, including a myriad of associated hardware platforms, software applications and numerous interfaces included in the Local Area Network (LAN). Performs security management in accordance with AFCYBER, ACC, National Guard Bureau (NGB) and Air National Guard (ANG) regulations and policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment. Ensures the unit meets all special requirements associated with classified IT systems. Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Considers factors such as compatibility with standard systems, conversion or implementation costs,

compliance with DoD, USAF, ACC, and ANG policies, and impact on existing equipment. Develops guidelines, standard operating procedures (SOPs), bulletins and flyers regarding the operation/use of assigned systems, services, and activities. Analyzes policies, regulations, and system provisions governing standard operating systems and provides assistance and advisory services to users. Maintains, operates, and deploys Title 10 & 32 Cyber Weapons Systems in support of ISRG and AR State Missions. And other duties as assigned.

INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS: Applications must be one PDF file and emailed to HRO (multiple documents will not be accepted). The email address for HRO is:

ng.ar.ararng.mbx.hro-agr-applications@army.mil Evaluation will be based on the qualification requirements stated in the announcement; therefore, it is important that every requirement on the announcement be addressed. To be considered qualified, applicant must meet qualification requirements as of the closing date of this announcement. Whenever possible, experience should be fully explained. Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments for this announcement are as follows:

Both, email subject line and your application must be named: Rank Last name, First name and Announcement Number - Status

Example: TSgt Last name, First name 22-084A – Active Duty, or AGR, or Technician, or DSG

Limit file size to 3 MB (1MB or less is ideal), failure to do so may result in your attachment being stripped from the email or rejected. (Downsize instructions – With PDF open – click file – save as other – reduced size PDF – click OK – click save – click yes)

Documents must be in one PDF file in the order listed below:

- 1. NGB 34-1 Application for Active Guard/Reserve (AGR)** – Must ensure position announcement number and position title are completed. This form must be signed and dated. Must explain any “yes” answer per instructions in Section V (except questions 9 & 17). Failure to do so will result in disqualification.
- 2. Current AF Form 422 within 5 Years** – Must be final signed/approved form.
- 3. Current Individual Medical Readiness (IMR)** – Must be no more than 30 days old. All statuses must be current/ready. Official copy must have applicants system generated name/date and reflect a PHA within 12 months of announcement closing date. (Once logged into your IMR – Right Click, print, Adobe PDF, select drop down and ensure headers and footers is selected). Screen prints will not be accepted.
- 4. Current ANG Fitness Tracker with history (Must be Fitness Tracker, no other report will be accepted)** – Tracker must be no more than 30 days old. Official PDF copy from myFitness database must have applicants system generated name/date on it. Must reflect current passing fitness results within 12 months, 6 months if below 90, and fitness history. Screen prints will not be accepted. Exemptions without proper medical documentation or an approved ETP will result in disqualification. (Once logged into myFitness - select fitness tracker report - select printable view - right click, select print, destination should read “save as PDF”, select save)
- 5. vMPF RIP** – Must be no more than 30 days old. Print and submit all pages. (vMPF path is - Self Service Actions - Personal Data - Record Review/Update - View/Print All Pages - Right Click, print, Adobe PDF).
- 6. SF 181** – Race and National Origin Identification.
- 7. AF Form 469** - if applicable, failure to submit with application may result in disqualification.

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.