

**HAWAII AIR NATIONAL GUARD**

**\*\* ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT\*\***

**Application Opening Date:**

06 NOV 19

**Application Closing Date:**

21 NOV 19

**Position Number:**

FY 20-018

**Duty Position:**

Cyber Surety

**Grade Min. / Max.:**

E-5 (SSGT)/ E-7 (MSGT)

**Duty AFSC:**

3D073

**\*SPECIAL REQUIREMENTS\***

**Duty Location:**

154 OSS  
900 Hangar Ave  
JBPHH, HI 96853

**Selecting Official:** Lt Col James Williams

**Point of Contact:** SMSgt Shane Gaines

**Comm:** 808-672-1235

**Who May Apply:**

1<sup>st</sup> Area of Consideration: On-board member w/qualifying AFSC (3D0X3)

2<sup>nd</sup> Area of Consideration: Open to current members of the Hawaii Air National Guard, or nationwide to current members who are eligible to become a member of the Hawaii Air National Guard.

**Qualifications, Duties and Responsibilities:**

**Classification Directory AFECD & AFOCD - (accessed from a .mil computer)**

<https://mypers.af.mil/app/categories/c/1363/p/13>

**Additional Duties and Responsibilities:**

CYBER SURETY

Combat Crew Communications (OSX); 154 OSS

Performs Combat Crew Communications (CCC) functions in support of flying operations. Trains and equips tanker aircrews with appropriate COMSEC, Flight Information Publications, Identification, Friend or Foe/Selective Identification Feature Publications, aircrew training, and programming communications equipment. Promotes cybersecurity awareness through periodic training, visual aids, newsletters, or other dissemination methods in accordance with organizational requirements.

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.

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. Evaluates and assists Information

Security (IS) risk management activities. 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. Employ countermeasures designed for the protection of confidentiality, integrity, availability, authentication, and non-repudiation of government information processed by AF IS's. For entry into this specialty, completion of high school or general educational development equivalency is mandatory.



**FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.**

**REQUIRED DOCUMENTS:**

1. NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.

**\*YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM**

**34-1:** <https://www.ngbpdcc.ngb.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>

\*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action. **\*\* Application must be signed \*\***

2. Current & complete Report on Individual Personnel (RIP) printout from virtualMPF
3. Most recent copy of current passing fitness assessment
4. Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2502, Paragraph 11.1.2.4.1.1.2. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the AGR program or moved into the position.
5. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, RESUME, Letter of Recommendations.

Forward application and attachments to:

Inquiries Call: (808) 672-1235

**Applications are required to emailed to:** [ng.hi.hiarng.mbx.ngbi-hro-agr1@mail.mil](mailto:ng.hi.hiarng.mbx.ngbi-hro-agr1@mail.mil)

***Applications must submit through AMRDEC or a DOD government computer and any applications received after 24:00 of close date are returned without action.***

**NOTE:** Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File

Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms



### **Equal Opportunity/ Basic Eligibility Requirements:**

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired or Commander approval.
- Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. 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 HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- 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. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers; age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.