

HAWAII AIR NATIONAL GUARD

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

**Application Opening Date:**

12 Sep 20

**Application Closing Date:**

12 Oct 20

**Position Number**

FY 20-116

**Duty Position:**

Cyber Surety Craftsman  
Information Security

**Grade Min. / Max.:**

E5 (SSGT)- E7 (MSGT)

**Duty AFSC:**

3D0X3

**\*ONE TIME OCCASIONAL TOUR NTE 31 MARCH 2023\***

**Duty Location:**

HQ HIANG, Det 1 (293 SPCS)  
1115 Nohili Road  
Pacific Missile Range Facility, Kekaha, HI 96752

**Selecting Official:** Lt Col Chad Briggs

**Point of Contact:** SMSgt Shane Gaines

**Comm:** 808-672-1235

**Who May Apply:**

- Existing Security+ certification preferred. Must obtain necessary security certifications to retain full time position.
- RMF training preferred with experience submitting RMF package(s).
- COMSEC management preferred
- Prefer current TS/SCI according to AFI 31-501. If not current, must be able to obtain a TS/SCI. Continued employment dependent on maintaining TS/SCI eligibility.
- If you do not have an adjudicated TS/SCI, contact HRO for a pre-screen questionnaire to submit with your package.

**Qualifications, Duties and Responsibilities:**

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

AIR NATIONAL GUARD

This is a new unit and requires establishing comm infrastructure and programs to support it. This position requires prior experience establishing unit processes and procedures ensuring program compliance with all applicable laws, policies, and HHQ guidance. You need prior experience with the Risk Management Framework. The unit's RMF package must be submitted without errors to meet scheduled milestones. Additionally, you will need experience with unit COMSEC program.

-You will develop and/or review for adequacy security artifacts and Body of Evidence (BoE) documentation that include, but not limited to: Security Concepts of Operation, System Security Plans, Risk Assessment Reports, Plan of Action and Milestones, Configuration Management, Security Control Traceability Manuals, Standard Operating Procedures (SOP) supporting IA control compliance and Test plans.

- Execute assigned duties with emphasis on implementation and application of the Risk Management Framework (RMF) process for Intelligence, Surveillance and Reconnaissance (ISR) systems IAW National Institute of Standards (NIST) Special Publications (SP) 800-37, 800-53, 800-53A and Committee on National Security Systems (CNSS) Instruction 1253

- Support RMF continuous monitoring to ensure unit and weapon systems/networks remain compliant with NIST IA controls and manage resolution of POA&M deficiencies.

- Ensure all unit AIS is operated, used, maintained, and secured is in accordance with all applicable DOD policy and regulations.

- Establish unit processes and procedures ensuring compliance across all AIS.

- Process hardware, software, network and system requirements (new/modifications) through security certification/approval processes defined by the Authorizing Official/Designated Authorizing Official with approval authority for the requirement.

- Review/archive system audit logs, Provide media management support, Manage user accounts,

- Provide creation/deletion and troubleshooting assistance.

- Provide comm related inputs to squadron financial plan during conversion and annual plan.

- Establish a schedule in coordination with 154 CE, construction contractor, and PMRF to set up unit communication infrastructure and installation plan.

- Mentor and/or supervise other cyber surety personnel in the unit

- Supports information warfare operations within strictly controlled parameters and provides real-time intrusion detection and firewall protection for all networked resources. Researches latest system threats to develop and test tactics, techniques and procedures (TTPs) for defensive information operations.

- Employs TTPs on Air Force and DoD computer networks to defend against hostile information operations. Analyzes risks and/or vulnerabilities and takes corrective action to mitigate or remove them. Ensure weapon system is protected during operations.

- Manage unit COMSEC program.

Additional Duty: As Assigned

**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.**
  - a. \*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE of the NGB.
  - b. 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.
  - c. **\*\* Application must be signed \*\***  
Link to 34-1: <https://dod.hawaii.gov/hro/files/2020/08/ngbf34-11.pdf>
2. Current & complete Report on Individual Personnel (RIP) (Record Review/Update) printout from virtual MPF
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. SF 50 for technicians only. DSG do not need to prove one.
6. Last 3 EPRs
7. SF86 Pre-screen questionnaire if you do not have a current or ongoing investigation for a Top Secret Clearance. Contact HIANG HRO for the form.
8. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, RESUME, Letter of Recommendations.

**\*\*ALL APPLICATIONS MUST BE SENT AS ONE PDF FILE\*\***

NOTE: There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO.

Forward application and attachments to:

Inquiries Call: (808) 672-1235

**Applications are required to emailed to:** [ng.hi.hiang.mbx.nghi-hro-agr1@mail.mil](mailto:ng.hi.hiang.mbx.nghi-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. There is a known issue to sending encrypted messages to this inbox please send an email requesting encryption and you will receive a response you will then be able to send encrypted messages to the email.***

### **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 (O6 is 30 years); 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 due to adverse action from Active Duty or a previous Reserve Component AGR tour.

