

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT

Application Opening Date:

**25 MAR 21**

Application Closing Date:

**26 APR 21**

Position Number:

**FY 21-082**

Duty Position:

**Cyber Operations**

Grade Min. / Max.:

**SSgt (E5)-MSgt (E7)**

Duty AFSC:

**3D072**

**Duty Location:**

292 CBCS

Street: 75 Kuleana St

City: Kahului, HI 96732

**Selecting Official:** CMSgt Charles S. Tomlinson

**Point of Contact:** MSgt Tristtany S. Ko

**Comm:** 808-672-1235

**Who May Apply:**

**Open nationwide to military members with AFSC 3D0X2 eligible to become members 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:**

1. Defends, protects, and secures mission networking environments and devices. Provides networked application resources by designing, configuring, installing, and managing data services, operating system, and server applications. Provides directory services utilizing dynamically-assigned internet protocol (IP) addresses, domain name server (DNS), network storage devices, and electronic messaging resources. Manages secure authentication methods utilizing public key infrastructure (PKI) technologies and procedures. Standardizes user privileges and system settings using automated deployment tools such as Group Policy Management Console (GMPC) and System Management Server (SMS). Manage accounts, network rights, and access to systems and equipment according to standards, business rules, and needs. Implements server and special mission system security fixes, operating system patches, and antivirus software. Develops, tests, and implements local restoral and contingency operations plans. Processes and reviews C4 systems requirement documentation, telecommunication service requests, status of acquisition messages, and telecommunication service orders. Performs strategic and budget planning for networks.
2. Performs user accounts management and standardizes systems settings using automated deployment tools. Manages physical, virtual, and cloud-based server/client hardware. Performs system-wide backups and data recovery. Ensures continuing systems operability by providing ongoing optimization and problem solving support.
3. Performs system resource management, to include load and capacity planning and balance. Creates, administers, and audits system accounts. Performs system-wide backups and data recovery. Ensures continuing systems operability by providing ongoing optimization and problem solving support. Applies computer security policies to safeguard systems and information. Categorizes, isolates, and resolves system problems. Performs fault recovery by validating, isolating, correcting faults, and verifying service restoral with customers. Processes, documents, and coordinates resolution of trouble calls from lower support echelons. Processes scheduled and authorized outages. Submits outage reports in response to unscheduled outages.

**4. Utilizes enterprise patching tools to implement security updates and patches to include: Information Assurance Vulnerability Assessments, C4 Notice to Airman, Time Compliance Network Orders, Time Compliance Technical Order, operating system patches, and antivirus software updates. Implements and enforces national, DoD, and Air Force security policies and directives. Performs proactive security functions to deter, detect, isolate, contain, and recover from information system and network security intrusions. Performs system sanitation resulting from classified message incidents and classified file incidents.**

**5. 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.**

**6. Reviews and implements C4 systems requirements. Performs strategic and budget planning for systems hardware and software. Coordinates and implements system service level agreements and memoranda of understanding with user agencies.**

**7. As part of the Cyberspace Support career field family, performs IT project management duties to include; manage, supervise, and perform planning and implementation activities. Manages implementation and project installation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates base communications systems. Serves as advisor at meetings for facility design, military construction programs and minor construction planning. Evaluates base comprehensive plan and civil engineering projects. Monitors the status of cyber or communications-related base civil engineer work requests. Performs mission review with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project packages and amendments. Monitors project status and completion actions. Manages and maintains system installation records, files, and indexes. Evaluates contracts, wartime, support, contingency and exercise plans to determine impact on manpower, equipment, and systems.**

**8. As part of the Cyberspace Support career field family, conducts defense cyber operations (DCO) and associated support activities to defend DoD and other friendly cyberspace. DCO includes passive and active cyberspace defense operations to preserve the ability to utilize friendly cyberspace 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.**

**9. Performs risk management framework security determinations of fixed, deployed, and mobile information systems (IS) and telecommunications resources to monitor, evaluate, and maintain systems, policy, and procedures to protect clients, networks, data/voice systems, and databases from unauthorized activity. Identifies potential threats, administers, and manages resolution of Communications Security (COMSEC) incidents.**

**10. Additional duties as directed.**

**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. 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:**  
[tristtany.ko.1@us.af.mil](mailto:tristtany.ko.1@us.af.mil) and [jenalyn.arnold@us.af.mil](mailto:jenalyn.arnold@us.af.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.
- 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.