

NATIONWIDE
Arizona Air National Guard
Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4826: DSN 853-4826
WEBSITE: //dema.az.gov/azng-human-resources

ANNOUNCEMENT NUMBER: 16-180A	OPENING DATE: 3-May-2016	CLOSING DATE: 25-May-2016
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER:
IT SPECIALIST (SYSADMINS/CUSTSPT), D1650P01, GS-2210-11, SSgt/E5 - TSgt/E6 (p) MPCN:0102590734

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade. IAW ANGI 36-2503, an applicant must submit in writing their willingness to be administratively reduced in grade and submit this letter with their application package.****

APPOINTMENT FACTOR: OFFICER <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	AFSC: 3D1X2	ASVAB: E:70
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LOCATION OF POSITION: 214th Reconnaissance Group, Davis-Monthan AFB, AZ

AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the 214th RG, Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: Must possess AFSC

NOTE: Must possess a TS/SCI clearance

NOTE: This position is in support of the predator mission and is subject to rotating shifts, weekends and holidays.

NOTE: SSgt/E5 immediately promotable to TSgt/E6

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **Detailed Resume**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores.***
- **Copy of current Fitness Test scores, if exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

The following documents are not required but strongly recommended for validation of experience/education:

- **Letter of verification of Security Clearance from local Security Manager.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. You must have completed a medical examination in accordance with AFI 48-123 within the 12 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program. HIV must be current within 6 months.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals selected for AGR tours who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a waiver request through the HRO remote to the HRO for Waiver for Exceptional Circumstances prior to the closing date of this announcement. Waivers must justify why request is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFI36-2101 Classifying Military Personnel (Officer and Enlisted) and ANGI 36-101 (The Active Guard/Reserve Program).
6. AGRs will not be reassigned during the first 24 months of their initial tour or within the first 24 months of reassignment, except in the event of an approved waiver from the Human Resource Officer prior to announcement closing date.
7. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.
8. Individuals selected for Control Grade positions must meet requirement as stated in ANGI 36-101.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of a wide range of communications concepts, principles, and practices as well as telecommunications operating techniques, digital and analog communications requirements.
2. Knowledge of and skill in operating a wide variety of encryption hardware and software along with the ability to integrate these items into the local communications backbone.
3. Knowledge of the principles and methods used for planning and managing the implementation, update, and integration of information system components.
4. Skill in troubleshooting problems and implementing changes on multifaceted and interdependent computer platforms.
5. Knowledge of applications, operating systems and components, protocols, and various hardware and software used within a unit in order to conduct system administration functions.
6. Ability to communicate both orally and in writing.

SPECIALIZED EXPERIENCE: 36 months experience, education, or training that approaches techniques and requirements appropriate to an assigned computer applications area or computer specialty area in an organization; experience planning the sequence of actions necessary to accomplish the assignment where this entailed coordination with others outside the organizational unit and development of project controls; experience that required adaptations of guidelines or precedents to meet the needs of the assignment; experience preparing documentation on cost/benefit studies where is involved summarizing the material and organizing it in a logical fashion.

BRIEF JOB DESCRIPTION: The purpose of the position is to serve as a technical expert and focal point for the installation and configuration of hardware and software on personal computers associated with assigned systems. Develops, modifies, and tests overall system backup and recovery strategies for assigned systems. Serves as a systems administrator responsible for planning, coordinating, modifying, implementing, and troubleshooting in order to meet customer 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). Serves as a technical expert on multiple operating systems and computer platforms. Determines equipment and communications requirements and interfaces with other systems. Evaluates machine usage and develops plans for the necessary

acquisition to support future automation (hardware and software) requirements. Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Installs, configures and tests products and equipment being reviewed. Develops guidelines, Standard Operating Procedures (SOPs), bulletins and flyers regarding the operation/use of assigned C4 systems, services, and activities. Analyzes policies, regulations, and system provisions governing standard operating systems and provides assistance and advisory services to users. Implements systems software changes, operating system releases and maintains the operational status of systems. Performs security management in accordance with Air Force (AF), National Guard Bureau (NGB), Air National Guard (ANG), and Air Combat Command (ACC) regulations and policies. Reviews and implements local policies regarding system access, network rights, and physical access to systems and equipment. Installs and configures workstation or network operating systems, and applications software on a wide range of configurable information systems devices. Enforces command standards for hardware and software configurations. 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. Updates hardware and software architecture databases to reflect installations, turn-ins, and changes in reportable software. Provides guidance, assistance, training, and education to unit COMSEC Responsible Officers (CROs) and Secure Telephone Unit III Responsible Officers (SROs) on proper control, accountability, and destruction of COMSEC material. Implements, interprets, and supplements COMSEC directives and policy. Maintains documentation on user accounts and ensures 100 percent accountability of tape-based and Electronic Key Management System keying material. Conducts semiannual COMSEC audits and inventories on CRO accounts and reports COMSEC incidents according to AF and DoD policy. Performs other duties as assigned.

SELECTING OFFICIAL: CMSgt CHARLES H. NEAL, COMM:520-228-1433
