

Louisiana National Guard



JFHQ-LA, NGLA-JPM-HA
JACKSON BARRACKS
6400 SAINT CLAUDE AVE
NEW ORLEANS, LA 70117

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: LA 10551040-A **OPEN DATE:** 17 JUL 19 **CLOSING DATE:** 6 AUG 19

POSITION: **IT SPECIALIST (SYSADMIN)**

UNIT/LOCATION:
236th Combat Communications Squadron
Hammond, LA

This position is located in the Base Systems Flight of an ANG Combat Communications Squadron.

AFSC: **3D190**
MINIMUM RANK / GRADE: **SSG / E-5**
MAXIMUM RANK / GRADE: **SMS / E-8**

TECHNICIAN ANNOUNCEMENT:

This position is also being advertised under Technician Vacancy Announcement LA 10551040 which is open until 6 AUG 2019. Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO CURRENT ENLISTED AGR MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

SPECIAL NOTES:

WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA ANY ADDITIONAL DOCUMENTS NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTS LISTED ON THE ANNOUNCEMENT.



All Applicants must scan / submit via email the following documents in the order that they are listed:

- ☐ **Cover letter**, typically provides detailed information on why you are qualified for the job.
- ☐ **NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position.
(announcement number and position title must be annotated on the form)
- ☐ **Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- ☐ **Full length military service dress photograph with white background** *(snapshots acceptable)*
- ☐ **Copy of State Driver's License** *(photocopy of both sides)*
- ☐ **Current Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- ☐ **Enlisted Performance Report, EPR** *(current within 12 months)*
- ☐ **Letter of Recommendation**, required when EPR is not available from the military command.
- ☐ **Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program).
- ☐ **Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES
- ☐ **Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

Area of Consideration

- This position is **open to current enlisted AGR members in the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- May be required to fly in military aircraft or commercial aircraft for TDY purposes.
- Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

Qualifications Requirements

- **Compatible AFSC: 3D1X0 and 3D0X2**
- **Minimum acceptable grade: E-5**
- **Maximum acceptable grade: E-8**
- Member must possess a **SECRET** security clearance.
- Member must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.



- No record of disciplinary action that resulted in an Article 15 or unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

Evaluation Process

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

Duties and Responsibilities

- Configures, manages, monitors, and trouble-shoots various network and application server hardware, operating system software, and peripheral network equipment for both classified and unclassified networks. Conducts testing using remote management terminals to insure operability, efficiency, and compliance with existing standards. Recommends system configuration policies. Develops and maintains procedures for system operations, and installation to include policies for system backup and archives. Configures and manages assigned tactical messaging platforms.
- Coordinates with internal and external functions for Internet Protocol (IP) address resolution. Coordinates with requesting agencies for messaging addresses and requirements, to include classified and unclassified support. Ensures operation and compatibility of assigned Public Key Infrastructure (PKI) devices. Coordinates with internal and external agencies to ensure overall network design, to include boundary protection devices, will support required networked services. Ensures users, representatives, Work Group Managers (WGM), or Work Group Administrators (WGA), receive and implement correct network device configuration.
- Analyzes equipment and software reliability and utilization to identify and correct problem areas and to establish network performance levels. Uses benchmarks, performance measurement, and evaluation data, in conjunction with modeling and simulation techniques. Plans for increased network capacity to support any additional customer requirements. Develops recommendations or proposals involving a variety of specialized systems and state-of-the art enhancements designed to meet unique tactical requirements and improve operational efficiency.
- Performs in-depth analysis of automated and manual systems related to proposals for change, in order to develop or modify information systems to meet tactical network user requirements. Determines applicability of established methods. Using customer input, gathers facts about the nature of the work involved in the user's application area, flow of work, processing actions, and work product(s). Provides technical advice to users. Examines and evaluates alternative means of satisfying user requirements. Suggests technically feasible approaches and makes recommendations regarding the most effective and efficient automation approaches. Designs tactical systems to support various options for several simultaneous interactive users. Determines physical storage requirements. Provides consultation and research to determine common and unique requirements. Establishes and documents standardized terms and data elements.
- Accomplishes risk analysis, accreditation, and certification packages to include disaster recovery plans in accordance with agency requirements. Assists Information Assurance (IA) personnel in conducting risk analysis and security tests and evaluations. Works with other security officers, users, Network Control Center (NCC) personnel, and other support personnel to ensure mandated



security directives are followed. Ensures installation, command, and agency security standards are met. Ensures compliance with all Air Force Computer Emergency Response Team (AFCERTs), Time Compliance Network Orders (TCNO's) and other mandated security updates.

- Develops, implements, and maintains work center training programs. Plans and schedules tasks and training activities for drill status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished. Responsible for documentation of accomplished training in a timely manner. May require the use of automated training documentation system.
- Participates with user support personnel to train personnel and functional users on use of automated information systems, computers, local and wide area networks, and other automated tools. Plans, develops and administers training programs implementing the standardization, control, and/or guidance of communications programs.
- Creates, adapts, and implements guides and controls for network, system, or total communications programs in support of daily operations or training exercises.
- Performs duties necessary to accomplish information technology and communications functions and provide for customer services in support of programs essential to Squadron daily operations, training, and readiness missions.
- Performs other duties as assigned.

Submission of Application

Application packets must be scanned to: ng.la.laarnng.mbx.agr-branch-air@mail.mil in one pdf file until 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.

