

# IOWA AIR AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD  
NGIA-HRO-AGR  
7105 NW 70TH AVENUE  
JOHNSTON, IOWA 50131-1824

**Announcement Number:** 24-073AF

**Closing Date:** 10-Oct-24

**POSITION DESCRIPTION:**

**POSN TITLE:** Cyber Operator

**AFSC:** 1B4X1 **VICE:** Tremmel

**Max:** E-7 **Min:** E-5

**SELECTING SUPERVISOR INFO:**

SMSgt Gregory Tremmel, 515-261-8602,  
gregory.tremmel@us.af.mil

**UNIT OF ASSIGNMENT:**

168 COS  
Des Moines, IA

**FAC:** 31C00

**POSITION #:** 105332834

**Permanent Change of Station (PCS)  
may be authorized if in the best  
interest of the government.**

**WHO MAY APPLY:** Nationwide - All Branches of military service and prior service. Must become a member of the IA ANG.

**ASVAB LINE SCORES**

ELEC = 70

**PULHES:**

333231

**Additional Restrictions:**

Not open to non-US citizens. Demonstrated by weight 50lbs

**AREA OF CONSIDERATION:**

1B4X1, trainee level. Member must have a minimum EDPT score of 70 and a minimum ASVAB electrical score of 70. Minimum three-year AGR tour, attain 1B4X1 qualification and readiness requirements

**INITIAL**

**\*\*\*\*\*Checklist must accompany all applications\*\*\*\*\***

- \_\_\_\_\_ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR). Application Must Be Signed!!
- \_\_\_\_\_ 2. Copy of Records Review List (RIP).
- \_\_\_\_\_ 3. AF 422 (Physical Profile Serial Report).
- \_\_\_\_\_ 4. Copy of most current Fitness Assessment Results with full name and date.
- \_\_\_\_\_ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- \_\_\_\_\_ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- \_\_\_\_\_ 7. Technician/Traditional Airman Only - Copy of all DD Form 214's (must show reenlistment code) and if applicable NGB 22's.
- \_\_\_\_\_ 8. Technician/Traditional Airman Only - Points Credit Summary.

**\*\* DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS \*\***

**CAUTION:**

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

**DESCRIPTION OF DUTIES:**

This position is located in a Defensive Cyberspace Operations (DCO) Unit. This unit helps protect the nation's war-fighters' information, cyber mission systems, computer networks, critical infrastructure and key resources for Federal, Department of Defense, State of Iowa and State Partners. The incumbent provides systems administration support on workstations and servers using multiple operating systems; responsible for installing and testing the system security configuration and monitoring, operating, troubleshooting, and maintaining workstation and server hardware and software. The incumbent will maintain AFSC currency/qualification requirements.

Analyzes, evaluates, and recommends hardware/software changes to various computer systems. Considers factors such as compatibility with standard systems, conversion or implementation costs, compliance with DOD, AF, AFSPC, and ANG policies, and impact on existing equipment. Installs, configures and tests products and equipment being reviewed. Develops plans for the necessary acquisition to support future automation (hardware and software) requirements.

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.

This position will exercise supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Ensures on time annual/bi-annual report and ACA completion. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within-grade increases. Hears and resolves employee complaints and refers serious unresolved complaints to higher level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Enforces air forces standards. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Responsible for additional duties as assigned.

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### **GENERAL ELIGIBILITY REQUIREMENTS:**

1. Must meet requirements as stated in the "Areas of Consideration".
  2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
  3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
  4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
  5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
  6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
  7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and ANGI 36-2002, Enlistment Reenlistment in the Air National Guard.
  8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
  9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
  10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
  11. Existing Iowa ANG Promotion policies apply.
  12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
  13. It is mandatory that the appropriate Military Uniform be worn.
  14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.
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### **APPLICATION RECEIPT:**

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1630 on the closing date will not be considered.

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to [ng.ia.iaarng.mbx.hro-agr@army.mil](mailto:ng.ia.iaarng.mbx.hro-agr@army.mil). This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document.

### **THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:**

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or gender.

### **INSTRUCTIONS TO COMMANDERS/SUPERVISORS:**

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

### **QUESTIONS ABOUT POSITION OR BOARD INFORMATION:**

Contact Selecting Supervisor listed in the top right hand corner of page one.

### **QUESTIONS ABOUT POSTING:**

515-252-4681, 515-252-4047, or 515-252-4751