

IOWA AIR AGR VACANCY ANNOUNCEMENT

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

Announcement Number: 24-103AF

Closing Date: 02-Jan-25

POSITION DESCRIPTION:

POSN TITLE: Program Director

AFSC: 17S **VICE:** Initial Hire

Max: O-5 **Min:** O-4

SELECTING SUPERVISOR INFO:

Lt Col Kevin Taylor, 515-261-8100,
kevin.taylor.12@us.af.mil

UNIT OF ASSIGNMENT:

133 CTS
Des Moines, IA

FAC: 38B000

POSITION #: 0115634034

**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

None

PULHES:

N/A

Additional Restrictions:

None

AREA OF CONSIDERATION:

PROMOTION CONTINGENT ON CONTROL GRADE AVAILABILITY

This is a new resource for a 1 April 2025 start date.

AFSC: Member must be a current 17S or have the capability to attain that AFSC.

Requirements: Ability to attain/maintain Top Secret Security Clearance

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 recent Report of Individual Fitness from myFitness through the myFSS platform.
- _____ 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.
- _____ 9. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

**** Submit entire packet as one document. PDF Portfolios will not be accepted. ****

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:

Position Description:

This position is located at the Iowa Air National Guard (ANG), 132d Wing, 133d Combat Training Squadron (Provisional) (CTS (P)), also known as the ANG Cyber Range.

Introduction:

The purpose of this position is to exercise supervisory and managerial authorities in support of the 133 CTS (P) mission, vision, objectives, focus areas, and priorities. This position works directly for the 133 CTS (P) Commander, directing and managing all aspects of the cyber range mission operations and leads the cyber range Program Management Office for Weapon System and Ranges. Responsible for all managerial activities, to include support contract program management, budget, strategic stakeholder activities, and other functions in accordance with the 133 CTS (P) mission directives.

The Program Director will be responsible for the overall strategic planning, development, and execution of the 133 CTS (P) programs and activities and report directly to the commander. The role demands a dynamic leader who can engage with various stakeholders to advance the organization's cyber initiatives and programs. Lead the design, implementation, and continuous improvement of cyber range programs, aligning with USAF standards.

Major Duties:

The Program Director:

Establishes, develops, coordinates, and maintains key stakeholder relationships with ANG Readiness Center Directorates and Air Force Major Commands to define the 133 CTS (P) mission requirements and subsequent securing of resources to enable mission execution. Serve as the internal and external coordinator and focal point for the facility, workforce, mission, and equipment requirements. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency.

Directs and tasks the 133 CTS (P) Staff on behalf of the Commander. Provides the Commander with advice and information required to make decisions related to staff operations and technology management. Provides strategic guidance and oversight to the development and execution of the cyber range missions, programs, and requirements. Works with staff branch chiefs and senior management officials in the development and execution of focused mission, goals, and objectives. Coordinates special interest items to ensure effective advocacy for the 133 CTS (P) capabilities, and independently resolves problems or issues impacting these efforts.

Analyzes execution of funds to ensure mission accomplishment within funding constraints. Collaborates with the Commander, Wing Leadership, and NGB leadership in planning, developing, and implementing a DTC Strategic Plan. Participates in the strategic planning process at the state and Federal level. Aligns ANG guidance and budgetary resources with organizational and contractual requirements. Assists the Commander in developing/directing organizational training goals and long-range advanced planning to include accomplishment of mission related training, facility and equipment modernization, improvement, or replacement. Develops detailed plans for accomplishment of these advanced plans.

Collaborates with ACC, NGB, HAF, 179 CW, 318 COG and other external agencies to support mission specifics. Meets with key customers and coordinating officials to assess customer satisfaction, explain organizational policies and procedures, and resolves significant problems that arise. Participates in special projects and initiatives and performs special assignments.

Oversees all facility infrastructure and accreditation activities and functions via 132d Wing agencies. Manages system accreditation including Authorities to Connect and Authorities to Operate. Evaluates supervisors and reviews evaluations made by supervisors for their assigned employees.

Develops and manages the program budget, ensuring efficient allocation of resources and cost-effective operations. Utilizes excellent communication and interpersonal skills, with the ability to engage effectively with stakeholders at all levels.

Conducts regular assessments of program effectiveness, making data-driven adjustments to improve outcomes.

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. 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. 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.

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 AFI 36-2606, 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.
 15. Controlled Grade promotions are contingent on availability of Controlled Grades.
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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 1530 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. 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. PDF Portfolios will not be accepted.

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