CONNECTICUT AIR NATIONAL GUARD
HUMAN RESOURCE OFFICE

375 Smith Street
Middletown, CT 06457

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 25-025

OPEN DATE: 03 April 2025 **EXPIRATION DATE: 18 April 2025**

Open To: **Current Members of the CTANG ONLY**

Number of Positions: Position	**1**
Title:	**Cyber/Expeditionary Comm.**
Unit/Duty Location:	**103d MXS, East Granby, CT 06026**
Min/Max Grade Authorized:	**E4-E6**
Duty AFSC:	**1D7X1W**
Security Clearance:	***TOP SECRET**

*Must have current Top Secret Security Clearance

HRO Remote: Ms. Caitlin Barkman; 860-292-2573; caitlin.barkman@us.af.mil

Job Summary:

The purpose of this position is to serve as the Information Assurance Manager who is the unit commander's authority and focal point for Information Assurance. Manages the communication-computer security (COMPUSEC) program,Electronic Key Management System (EKMS), Emission Security, and Information Assurance

The Major Duties Include But Are Not Limited To:

Applies Information Technology (IT) security principles, methods, and security products to protect and maintain the availability, integrity, confidentiality, and accountability of information system resources and information processed throughout the system's life cycle. Establishes and publishes base-wide policy to manage the INFOSEC (also known as COMPUSEC) program and provides advice and guidance in its implementation and in procedures used in the development and operation of systems. Assists all base organizations in the development of their individual INFOSEC program. Disseminates information and ensures computer security practices are adhered to by all functional areas. Reviews, analyzes, and validates certification and accreditation (C&A) packages. Continuously identifies and analyzes threats and vulnerabilities to the information systems to maintain an appropriate level of protection. Ensures computer software designs address information system security requirements. Accomplishes risk analysis, security testing, and certification due to modifications or changes to computer systems. Evaluates, assesses, or locally tests and approves all hardware, software, and firmware products that provide security features prior to use on any accredited information system or network. Certifies all software prior to installation and use on communications and computer systems. Executes computer security plans and enforces mandatory access control techniques such as trusted routers, bastion hosts, gateways, firewalls, or other methods of information systems protection.

Manages the Network Security Program. Maintains required information assurance certification DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of1996. Implements and advises on IT security policies and procedures to ensure protection of information transmitted to the installation, among organizations on the installation, and from the installation using Local Area Networks (LAN), Wide Area Networks (WAN), the World Wide Web, or other communications modes. Utilizes current and future multi-level security products collectively to provide data integrity, confidentiality, authentication, non-repudiation, and access control of the LAN. Reports to MAJCOM, Air Force Communications Agency, National Security Agency, and Air Force Computer Emergency Response Team all incidents involving viruses, tampering, or unauthorized system entry. Controls access to prevent unauthorized persons from using network facilities. Limits access to privileged programs (i.e., operating system, system parameter and configuration files, and databases), utilities, and security-relevant programs/data files to authorized personnel. Implements methods to prevent or minimize direct access, electronic or other forms of eavesdropping, interpreting electro-mechanical emanations, electronic intercept, telemetry interpretation, and other techniques designed to gain unauthorized access to IT information, equipment, or processes. Evaluates unusual circumstances to recognize and define potential vulnerabilities and selects and oversees the installation of physical and technical security barriers to prevent others from improperly obtaining such information. Conducts the Information Assurance Awareness Program which uses computer-based training for both initial and recurring information protection training. Maintains required course records.

Serves as the Communications Security (COMSEC) Manager for all cryptographic activities including managing the Cryptographic Access Program (CAP). Formulates and develops communications security criteria and requirements for inclusion in mobility, contingency, and exercise plans. Maintains accountability for sensitive cryptographic materials and related Misinformation. Oversees issuance of COMSEC materials. Maintains COMSEC inventory. Prepares and evaluates written plans for emergency actions and ensures personnel are fully qualified in the execution of plans. Investigates COMSEC security incidents to determine the possibility of compromise to COMSEC materials and ensures documentation and reporting to appropriate channels. Performs destruction, receiving, issuing transferring and inspecting COMSEC material within the most stringent timelines. Furnishes written guidance to user accounts concurring effective dates, accounting procedures, destruction requirements, and physical security of COMSEC materials including key. Performs semi-annual functional reviews of all COMSEC user accounts, physically inspecting the user's COMSEC facilities, reviewing procedures, and audit of all cryptographic holdings. Manages the Certification Authority Workstation. Manages the CAP by conducting briefings prior to granting access to cryptographic information. Documents cryptographic access certificates and acts as liaison for scheduling polygraph examinations of personnel enrolled in the program.

Adheres to management control plan requirements by conducting self-inspection and staff assistance visits. Resolves identified discrepancies.

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MINIMUM QUALIFICATION REQUIREMENTS

1. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Assessment score are ineligible for entry into the AGR program.

2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123 prior to entry on AGR duty.

3. An applicant on a medical profile may apply for AGR tours as long as meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour.

4. For advertisements where the AFSC is not required prior to application, applicants must meet minimum ASVAB requirements for the advertised position.

5. Must meet any Special Requirements as specified in the Position Description.

6. Failure to obtain and maintain a SECRET or TOP SECRET (if applicable) security clearance will result in removal from the AGR program.

7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.

8. IAW ANGI 36-101, paragraph 5.3., to accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade for the AGR position. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position.

9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

10. IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). 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 contained in Attachment 3 of ANGI 36-101.

11. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.

12. Entry/retention requirements for AFS are outlined in the AFECD/AFOCD.

Length of Tour: Initial AGR tour orders are probationary. The probationary period will not exceed six years. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

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APPLICATION REQUIREMENTS

1. One signed original NGB Form 34-1 dtd 20131111 (Application for Active Guard/Reserve Position). Add primary email address in "Current Home Address Line".

2. Current Report of Individual Personnel (RIP): with minimum Secret Clearance. If secret clearance is expired (may not be older than 10 years from closing date) you must obtain security memo from the Wing security manager.

3. Passing report of individual Fitness results from the Air Force Fitness Management System (AFFMS) (not more than 12 months old from closing of advertisement).

4. AF Form 422 Notification of AF Member's Qualification Status (not more than 12 months old).

5. Statement of all active service performed. Any of the following documents may be used: NGB Form 22, 23A or 23b, DD Form 214's, or DD Form 1506 (Statement of Service).

6. Copy of State Civilian Driver's License.

7. Certificates of Training applicable to advertised position (Optional).

8. Overgrade Letter of Understanding (If applicable).

9. Professional resume including duty history.

APPLICATION PACKAGE:
Please ensure the package is in one single PDF and in the order of requirements above. Applications are being accepted for Active Guard/Reserve (AGR) tour/duty under Title 32, Section 502f, United States Code. **All MVA questions should be directed to POCs below.**

APPLICATIONS MUST BE SENT VIA EMAIL TO ALL THE INDIVIDUALS BELOW.

PLEASE ADD THE MVA NUMBER TO THE SUBJECT LINE.

Ms. Caitlin Barkman; 860-292-2573; caitlin.barkman@us.af.mil
Mr. Jose Lara: 860-613-7618; jose.p.lara5.civ@army.mil
HRO: 860-613-7608; ng.ct.ctang.mbx.agr-tour-branch@army.mil