



STATE OF WEST VIRGINIA
 OFFICE OF THE ADJUTANT GENERAL
 1703 COONSKIN DRIVE
 CHARLESTON, WEST VIRGINIA 25311-1085



ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

<http://www.wv.ngb.army.mil/jobs/>

Announcement Number: 16-94	Opening Date: 29 September 2016 Closed Date: 28 October 2016
<p>DUTY LOCATION: 167th AW, Martinsburg, WV 25405</p> <p>UNIT OF ASSIGNMENT: 167th AW, Martinsburg, WV 25405</p> <p>FULL TIME SUPPORT POSITION: Cyber Surety</p> <p>MILITARY DUTY TITLE: Cyber Surety</p>	
<p>MINIMUM GRADE AUTHORIZED: E-4</p> <p>MAXIMUM GRADE AUTHORIZED: E-7</p>	AFSC: 3D0X1
<p>AREA OF CONSIDERATION: Nationwide</p> <p>**THIS POSITION IS BASED ON THE AVAILABILITY OF RESOURCES**</p>	
<p>Duties include but are not limited to Administers the COMPUSEC Program and protects Information Technology (IT) assets against unauthorized, accidental, or deliberate modification, disclosure, and destruction of data. Utilizes knowledge of IT principles, methods and security regulations and policies to carry out established base-wide policy to administer the INFOSEC (also known as COMPUSEC) program. Conducts risk assessments to identify possible security violations by analyzing computer assets and establishing security requirements based on possible countermeasures to achieve an optimum level of security. Executes and analyzes the effectiveness of computer security plans and enforces mandatory access control techniques such as trusted routers, bastion hosts, gateways, firewalls, or other methods of information systems protection. Performs program and system test plans devised to test for illegal input and unauthorized access. Assists in developing contingency plans designed for computer security emergency response, backup, and recovery operations. 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. Carries out activities leading to security certification and accreditation (C&A) including providing guidance and assistance in the preparation of certification and accreditation packages. Processes and monitors all requests by contractor personnel to visit unit facilities.</p>	

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Administers the Network Security Program. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996. Implements procedures to ensure protection of information transmitted to the installation, among organizations on the installation, and from the installation on the local or wide area networks, 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 (Local Area Network). Reports all incidents involving viruses, tampering, or unauthorized system entry to appropriate authority. Carries out information technology (IT) security to prevent the penetration of computer systems for espionage, sabotage, or fraudulent purposes. Implements methods to prevent or minimize direct access, electronic or other forms of eavesdropping, interpreting electromechanical emanations, electronic intercept, telemetry interpretation, and other techniques designed to gain unauthorized access to IT information, equipment, or processes. Recognizes such potential, defines vulnerabilities, selects appropriate security measure from many acceptable alternatives and mitigates risks by overseeing 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.

Administers the Communications Security (COMSEC) program. Controls and protects all cryptographic material and administers the Cryptographic Access Program (CAP). Safeguards and controls all COMSEC equipment entered into the comsec management control system, keying material, COMSEC information, and other COMSEC related functions. Receives, inventories, issues, transfers, destroys and inspects COMSEC material. Conducts security investigations or advises investigative appointees, as appropriate. Interprets and applies regulations/directives; develops cryptographic plans; determines new COMSEC requirements; and assures proper disposition of excess COMSEC materials including key. Furnishes written guidance to user accounts concurring effective dates, accounting procedures, destruction requirements, and physical security of COMSEC materials including key. Conducts semi-annual functional reviews of all COMSEC user accounts, inspecting COMSEC facilities, reviewing procedures, and auditing of all cryptographic holdings. Operates the Certification Authority Workstation. Prepares Emergency Action Plans to ensure that plans can be implemented immediately.

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Responsible for preparing, coordinating, and maintaining AFCOMSEC Forms 9 in the granting and withdrawing of cryptographic access.

Administers the Electronic Key Management System (EKMS) program. This includes system configuration and operation of the Local Management Device, Data Transfer Device, and Key Processor. Initializes the system, performs system backups, determines operator access, and control functions (privilege management), reloads and configures the operating system's parameters. Installs local COMSEC account hardware and software, including training alternates in the EKMS operations. Serves as secure voice (e.g., STE, Secure VoIP) User Representative and Emissions Security Program Administrator. Develops, implements, and monitors security systems for the protection of controlled cryptographic cards, documents, ciphers, devices, communications centers, and equipment.

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

Performs CSA duties for the Operations Group as required:

Assist Airfield Management in NVG Operations and weekend recoveries.

Serves as the alternate Wing Electronic Flight Book (EFB) program manager to the Mobility Airlift Forces (MAF)/EFB Integration Office (AMC/A3R). Identifies addresses and elevates, as necessary, EFB requirements and technical concerns to wing leadership.

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Air Requirements:

- (1) A single page letter/memorandum expressing your interest in and qualifications for the position; include announcement number, and your contact information to include email and phone number. Identify three references with email addresses and phone numbers.
- (2) NGB Form 34-1 dated 5 November 2010 located on our HRO website at [http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1\(2\).pdf](http://www.wv.ngb.army.mil/jobs/forms/NGB%2034-1(2).pdf) under FORMS (**Application Must Be Signed and dated.**) A detailed chronological statement of civilian and military experience with special emphasis on areas of experience and education related to the position may also be attached to the NGB Form 34-1.
Find the form at: <http://www.wv.ngb.army.mil/jobs/>
- (3) Copy 4 (**Member Copy**) of all previously issued DD 214s.
- (4) Point Credit Summary from VMPF. <http://w11.afpc.randolph.af.mil/vs/>
- (5) Weight verification within the last 30 days by Medical Squadron personnel.
- (6) Last complete physical and current AF Form 422, Physical Profile Serial Report.
- (7) Report of Individual Fitness certified by Unit Fitness Monitor (within 1 year).
- (8) Must submit last three Enlisted Performance Reports (AGR Members Only).
- (9) MPA Tour Orders (if applicable).
- (10) ASVAB Scores

**** Please scan to one file before emailing****

REMARKS: Individuals selected for AGR service must meet the AGR eligibility requirements per ANGI 36-101, Chapter 2, dated 3 June 2010. Members who first become eligible for the MGIB-SR chapter 1606 benefits after 29 Nov 89 must relinquish that eligibility upon assignment as an AGR. Additionally, members selected for this AGR position will be terminated from all ANG Incentive Programs (cash bonus and student loan repayment) and will not be eligible for future participation.

Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, *Administrative Demotion of Airmen*, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.

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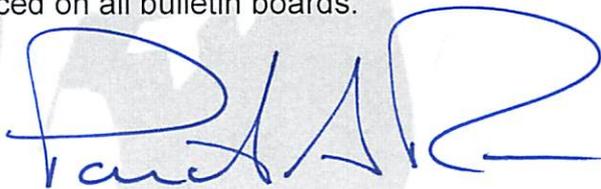
AFSC:3D0X3

MAXIMUM GRADE AUTHORIZED: E-7

HOW TO APPLY: Application may be scanned to one file and emailed to NG.WV.WVARNG.MBX.HRO-AGR@MAIL.MIL OR mail to HRO-AGR, 1703 Coonskin Dr., Charleston, WV 25311. **Applications must be received by 1600 of the closing date. Allow at least 10 days for regular mail. Failure to submit all the required documents by 1600 on the closing date will cause your application to be disqualified, and it will not be considered.** DO NOT SEND APPLICATIONS WITH BINDERS, CLIPS, OR TABS. **Applications will be retained in the Human Resource Office for 30 days after selection. After, 30 days, all applications will be destroyed. Members who desire to obtain a copy must do so before the 30 days expire. Any questions please call COM: (304) 561-6679 or DSN: 623-6679.**

Consideration will be given to all qualified applicants without regard to sex, race, color, religion, national origin, politics, age, membership or non-membership in an employee organization.

POSTING: This announcement will be placed on all bulletin boards.


For A.KAY PAHL
Civ, GS, WVNG
Human Resource Officer

AIR NATIONAL GUARD

THE UNIVERSITY OF CHICAGO
DIVISION OF THE PHYSICAL SCIENCES
DEPARTMENT OF CHEMISTRY
5708 SOUTH CAMPUS DRIVE
CHICAGO, ILLINOIS 60637
TEL: 773-936-3700
WWW.CHEM.UCHICAGO.EDU

Dear Professor [Name],
I am pleased to inform you that your application for the position of [Title] at the University of Chicago has been reviewed. The search committee has recommended your name for consideration. We are impressed by your qualifications and believe you would be a valuable addition to our department. We will be in contact with you again regarding the next steps in the process.



Peter D. Smith
For [Name]
[Title]