



131ST BOMB WING CAREER BROADENING OPPORTUNITY



CHIEF OF OPERATIONS ANNOUNCEMENT Drill Status Guardsman (DSG)

The 239th Combat Communications Squadron will be accepting applications for the Chief of Operations position effective immediately. The last day to submit applications for consideration is 1 March 2023. Packets received after that date will not be accepted. Interviews will be conducted during 4 March 2023. Time and place are TBD.

Position Title: <i>Chief of Operations</i>	Position Location: <i>Jefferson Barracks, MO</i>
AFSC of Position: <i>1D700</i>	Unit Assigned: <i>239th Combat Comm Sq</i>
Maximum Grade of Position: <i>E-9/ Chief</i>	

Minimum Roles Required per AFECD (OCT 2022):

2.1. *Conducts Defensive Cyber Operations (DCO) and associated support activities to defend DoD and other friendly cyberspace. DCO includes passive and active cyber defense operations to preserve the ability to utilize friendly cyber capabilities and protect data, networks, net-centric capabilities and other designated systems as well as passive defense measures intended to maintain and operate the DoDIN and other networks such as configuration control, patching and firewall operations. Support activities includes but not limited to maintenance of cyber weapons systems, functional mission analysis, mission mapping, tool development, stan-eval, mission planning and data analysis. [DCWF Code - 511, 521, 531, 541]*

2.2. *Plans and organizes cyber support activities. Plans and supervises system installation and evaluates facilities layout and performance standards. Designs and develops organizational structures and determines equipment, training, and supplies required for systems implementation and support. Interacts with customers to promote customer satisfaction. Establishes tactics, techniques, and procedures. Evaluates operational readiness of communications equipment, network devices, sensors, intrusion detection, and related support equipment.*

2.3. *Directs activities responsible for system analysis and design, programming, operations and maintenance, security, systems management, technical support, plans, implementation, and resource management. Implements and interprets policies, directives, and procedures.*

2.4. *Establishes training requirements. Establishes training programs to meet local knowledge and certification requirements and to enhance professional awareness of technology.*

2.5. *Directs maintenance activities. Directs personnel employed in siting, deploying, inspecting, adjusting, removing, replacing, repairing, operating, and defending communications systems and related equipment. Prepares and analyzes reports encompassing siting, deploying, maintaining, installing, repairing, and removing communications systems and related equipment. Coordinates activities and resolves common problems. Directs overhaul and repair of communications systems and related equipment. Establishes local maintenance procedures and policies. Ensures work standards are*

maintained. Determines extent and economy of repair, including disposition of malfunctioning equipment.

2.6. Inspects and evaluates maintenance activities for compliance with directives. Evaluates, rates, and prepares reports. Recommends and implements corrective action for improved methods and procedures. Evaluates effectiveness of equipment usage, systems performance, customer service, supplies, system scheduling, processing, and maintenance.

2.7. Plans, programs, and develops budget inputs to ensure resource availability for operational and training requirements.

2.8. Manages plans, implementation and development functions. Helps functional users define requirements. Recommends automated methods to enhance resource use. Supervises functional user requirements translation into automated systems capabilities. Organizes teams that use methodologies to meet mission requirements. Supervises test and evaluation efforts to determine performance. Organizes and participates in mission implementation and conversion. Ensures continued interface between functional users, and programming and operations personnel for implemented systems. Ensures compliance with standards for systems documentation.

3.1. Knowledge. Knowledge is mandatory of: techniques and procedures of systems analysis and design; project management, communications-computer processing; system operation and maintenance; system and equipment capability, capacity, and logic; personnel and equipment performance measurement; awards programs and manpower and organization; security, administrative contract, training, resource, records, publications, deployment, logistics, and base/unit functional management.

Applications must contain the following items:

- 1.** A letter of intent – Follow the “Personal Letter” format found in AFH 33-337, *The Tongue and Quill*, 27 May 2015, Page 214
- 2.** vMPF RIP - all pages
- 3.** Supervisor Score Sheet (if assigned to 131st)
- 4.** Printout of Complete Fitness Tracker Report from MyFitness
- 5.** Official Biography
- 6.** (Optional) Letter(s) of Recommendation

Must meet the following requirements:

- 1.** Minimum Rank: ***SMSgt/E8*** Maximum Rank: ***CMSgt/E9***
- 2.** Air Force Specialty Code (AFSC): ***1D791***
- 3.** Secret Security Clearance is required: ***Secret***
- 4.** Member must also meet the requirements of AFI 36-2905 & AFI 36-2109 and other regulations as required. Not eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian).

Digital packages only, will be submitted to:

CMSgt Kasey O'Brien, kasey.obrien.4@us.af.mil, 314-323-6743 (late submissions will not be considered).