

**ARMY ADOS VACANCY ANNOUNCEMENT**  
**Human Resources Office**  
**4794 Gen Manning Avenue, Bldg 442**  
**Boise, Idaho 83705-8112**

NGID-HRO-AGR

9 April 2014

SUBJECT: ADOS ANNOUNCEMENT NUMBER: **14-04**

1. Active Duty Operational Support (ADOS) Position Vacancy Announcement in the Idaho Army National Guard. This announcement will be posted to unit bulletin boards.

<b>TOUR DATES:</b>	<b>TBD – 26 September 2014</b>
<b>POSITION TITLE:</b>	<b>Web Designer / System Administrator</b>
<b>AOC/MOS:</b>	<b>Immaterial</b>
<b>DUTY LOCATION:</b>	<b>Bldg 270, Gowen Field, Idaho</b>
<b>AREA OF CONSIDERATION:</b>	<b>Current enlisted members of the IDARNG</b>
<b>GRADE POTENTIAL:</b>	<b>E4 – E7</b>
<b>GENDER LIMITATION:</b>	<b>None</b>
<b>ELIGIBILITY REQUIREMENTS:</b>	<b>Must reside within normal commuting distance IAW JFTR. No PCS authorized.</b>
<b>CLOSING DATE:</b>	<b>23 April 2014</b>

2. **EQUAL OPPORTUNITY:** The Idaho National Guard is an equal opportunity employer. Selection for positions will therefore be made on an equal opportunity basis, and not on non-merit factors.

3. **EMPLOYMENT:** Employment is temporary and is based on the availability of funds.

4. **ANNOUNCEMENT INSTRUCTIONS:** The following is a complete list of documents required to accompany your application. Read carefully; provide all necessary documentation to support qualifications for this position. Perishable documentation should not be more than 30 days old as of the closing date of this announcement, (ie PQRB, RPAM, MEDPROS).

a. ADOS Application Checklist dated September 2013 on top of the application. Documents must be organized in this manner.

b. Complete ARNG 1058-R (Jul 10).

c. MEDPROS Individual Medical Readiness Record displaying evidence of: current Chapter 3 physical examination with-in last 5 years or PHA within one year and HIV testing with-in last 2 years. Medical Documentation other than MEDPROS Individual Medical Readiness Record will not be accepted. MEDPROS IMR Record can be obtained by accessing your AKO / My Medical / My Medical readiness / View Detailed Information / IMR record.

d. Completion and turn in of DD Form 2807-1 is not required unless selected.

e. DA Form 705 (Army Physical Fitness Test Score Card), must show a **minimum of last 2 Record tests**, most current test not older than 6 months. A statement explanation of the absence of record test will be accepted. (Include DA 3349 if precluded from standard 3 event test.)

f. Non-Commissioned Officer applicants must provide previous 3 DA 2166-7/8 (Non Commissioned Officer Evaluation Report), E4 and below a recommendation from your unit commander.

g. Negative pregnancy test results, if applicable.

h. Certified Height/Weight or DA 5500R/DA 5501R not older than 30 days from the close date of this announcement.

i. Current Personnel Qualification Report Part B (PQRB).

j. Retirement Point Accounting Management (RPAM).

k. Counseling Form DA 4856.

5. If selected, the hiring program manager will complete the SF 52.

6. **QUALIFICATION REQUIREMENTS – Knowledge, Skills and Abilities (KSA):** Use a separate sheet of paper and address each of the following KSA's separately. Describe your civilian education, training, and work experience that is relevant to the position as it relates to the following KSA's. (The KSA's are used to assist in the determination of the best-qualified applicants.)

**Please address each (items a-j) separately:**

- a. Describe your ability to work within the ASP.NET framework, specifically with HTML, CSS, JavaScript, C#, and T-SQL.
- b. Describe your education and experience in working with website development, specifically programming, database administration, graphics editing, and IDEs.
- c. Describe your experience with gathering and documenting user requirements, analyzing data, and conducting any quality assurance testing.
- d. Describe your ability as a motivated self-starter to multi-task, take directions, demonstrate initiative, and manage deadlines.
- e. Describe your ability to modify, test and implement system backup and recovery strategies for assigned systems, troubleshooting system performance, and diagnose system failures to isolate source of problems between equipment, system software, and application programs.

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- f. Describe your ability to report unresolved problems to a higher-tiered system administrator and assist other system administrators in troubleshooting problems and implementing changes on complex systems.
  - g. Describe your ability to implement systems software changes, operating system releases, and maintain the operational status of systems in accordance with established implementation guidance.
  - h. Describe your ability in applying systems administration methods and procedures and performance monitoring methods sufficient to schedule, monitor, and verify the integrity of systems installation, backups, recovery, and security.
  - i. Describe your ability in applying systems security principles and procedures along with analytical reasoning sufficient to correct security vulnerabilities in response to problems identified in vulnerability reports.
6. If selected, the hiring program manager will complete the SF 52.
7. Incomplete applicant packets will be returned to the soldier without action. Application packets must arrive at: **Family Programs, ATTN: Major James Hicks, 4250 W Cessna St, Bldg 270, Boise, ID 83705, not later than 1630 hours on the closing date specified in this announcement.** Mailing of applications packets using military postage is prohibited.
8. POC for further information is SFC Bryton Blunck at DSN 422-8395/COM 208-272-8395 or [bryton.r.blunck.mil@mail.mil](mailto:bryton.r.blunck.mil@mail.mil).

////original signed////  
JOHN VANHORN  
MSG, IDARNG  
AGR Manager

## **Web Developer and System Administrator**

### **Length of ADOS Tour:**

Indefinite

### **Position Description:**

#### **INTRODUCTION:**

This position is located in the Joint Force Headquarters Idaho, Manpower and Personnel Directorate (J-1), Idaho Family Programs Office, Boise, Idaho. The purpose of this position is to assist in the development and implementation of the web portal of military family services within the state.

#### **DUTIES AND RESPONSIBILITIES:**

1. Development of the Idaho National Guard Family Programs website, maintaining web content and updates for each department such as Yellow Ribbon, Youth Program, Family Readiness, etc.
2. Web development is done within the ASP.NET framework, using HTML, CSS, JavaScript, C#, T-SQL, and any other web development technology necessary. Use of IDEs such as Dreamweaver and Visual Studio to conduct markup, styling, scripting, and coding.
3. Applying systems administration methods and procedures and performance monitoring methods sufficient to schedule, monitor and verify the integrity of systems installation, backups, recovery and security.
4. Applying systems security principles and procedures along with analytical reasoning sufficient to correct security vulnerabilities in response to problems identified in vulnerability reports.
5. Maintain knowledge of network configuration techniques, computer equipment and assigned system software to determine source of failures.
6. Maintain and perform system administrator duties for Family Programs in the Family Readiness building.
7. Install, configure, upgrade and troubleshoot hardware and software components.
8. Maintain knowledge of computer systems installed in customer organizations along with the customer's automation needs to participate in the planning and delivery of a full range of IT customer support services.
9. Document problem analysis and resolutions to maintain records of activities.

#### **EDUCATION AND EXPERIENCE:**

1. High School Diploma/GED.

2. Currently enrolled in college course work focused on computer science or related field with a minimum of two years of coursework completed, or work experience which demonstrates the ability to perform the duties of the position.
3. Applicants must possess professional information system skills in Microsoft (MS) Windows, MS Office, MS Visual Studio, Adobe Dreamweaver and be familiar with Adobe Photoshop and HelpSTAR implementations

#### **KNOWLEDGE REQUIRED BY THE POSITION:**

1. Knowledge of and skill in applying web development techniques and technologies to create and maintain web content.
2. Knowledge of and skill in applying systems administration methods and procedures and performance monitoring methods sufficient to schedule, monitor and verify the integrity of systems installation, backups, recovery and security.
3. Knowledge of and skill in applying systems administration methods and procedures sufficient to install server upgrades, schedule maintenance downtime such that it minimizes the adverse impact on the users and to recognize and refer the more complex problems to a higher-graded specialist.
4. Knowledge of system performance monitoring software and procedures to monitor system performance, peak usage times, etc.
5. Knowledge of overall system software, hardware and networking to recognize interrelationships within area of responsibility sufficient to report, respond to, and resolve the less complex customer requests.
6. Knowledge of and skill in applying systems security principles and procedures along with analytical reasoning sufficient to correct security vulnerabilities in response to problems identified in vulnerability reports.
7. Basic knowledge of network configuration techniques, computer equipment and assigned system software to determine source of failures.
8. Knowledge of and skill in using system software, IT security principles and functional application software used throughout the state.
9. Knowledge of how the hardware, software and network infrastructure relates to the serviced systems along with an understanding of how they integrate together sufficient to analyze problems reported and to distinguish among hardware, software, network and user-related problems.
10. Knowledge of computer systems and information transmission systems standards and equipment sufficient to install, configure, upgrade and troubleshoot hardware and software components.
11. Knowledge of computer systems installed in customer organizations along with the customer's automation needs to participate in the planning and delivery of a full range of IT customer support services.

12. Knowledge of methods and procedures for documenting problem analysis and resolutions sufficient to maintain records of activities.

MISCELLANEOUS REQUIREMENTS:

1. Employee must be able to maintain a Personal Security Clearance.
2. A valid driver's license and a personal vehicle that can be utilized for transportation is required.