**J36 CYBER VACANCY ANNOUNCEMENT DIVISION OF MILITARY & NAVAL AFFAIRS**

**330 OLD NISKAYUNA ROAD LATHAM, NEW YORK 12110**

[ng.ny.cyber.uasi@army.mil](mailto:ng.ny.cyber.uasi@army.mil)

**ANNOUNCEMENT NUMBER**: CYBER-UASI ADMIN NCO, SAD

**Minimum Grade**: E4 **Maximum Grade**: E6

**OPENING DATE**: Immediate

**CLOSING DATE**: 14 February 2025 or Until Filled **Number of Positions**: 1

**POSITION TITLE**: CYBER-UASI ADMIN NCO, NYS

\*This position is a NY Mil Law Section 46 State Active-Duty position

**MOS:** All Considered

**AFSC**: All Considered

**ORDER DATES ARE UNTIL 30SEP2025 WITH THE POSSIBILITY OF EXTENSION. SAD TOUR OF SERVICE IS SUBJECT TO CHANGE AT ANY TIME DUE TO MISSION REQUIREMTS, FUNDING OR UNFORESEEN CIRCUMSTANCES.**

**SALARY**: Daily military pay equivalent to active duty of corresponding grade, rating and length of service. **Service Members cannot be paid for both State Active Duty and Federal Duty on the same day.** The position receives State Active-Duty Entitlements, Protections and Benefits as outlined in the link: <https://dmna.ny.gov/sad>

**UNIT & LOCATION:** DMNA, Latham, NY. Service Members must reside within daily commuting distance of duty location

**SELECTING OFFICIAL**: J36 Cyber OIC icw Deputy Director, JFHQ-NY J3/5/7

**ELIGIBLE CANDIDATES:** Must be a drilling member in good standing with the New York Army National Guard or New York Air National Guard. PCS is NOT authorized for this position.

**POSITION DESCRIPTION**: CYBER Administrative NCO is responsible for managing administrative and logistical actions for all members of the New York National Guard Cyber Operations – Urban Area Security Initiative (Cyber -UASI). These duties include in-processing/out-processing personnel, payroll actions, managing team member’s work schedules and training events, maintaining accountability and readiness of response equipment, procurement, and other duties as assigned. The administrative NCO will work in the DMNA J3 offices alongside other J36 and SAD cyber members assisting and liaising as needed.

**QUALIFICATION**: Applicants must remain “in good standing” with their home units. “In good standing” includes:

* Permission from Federal/Parent Unit Commander to serve on State Active Duty
* Not medically flagged (Medically, disciplinary, or other.) Medically eligible
* No visible tattoos while wearing ACU/ABUs

**Knowledge:**Applicant must have in-depth knowledge of military personnel management policies, procedures, and regulations, along with an understanding of logistical operations to include supply requisitions and property accountability.

**Skills:**Applicant must have exceptional organizational skills and attention to detail for processing personnel actions, payroll, maintaining records, and ensuring compliance with regulations. Strong verbal and written communications skills. Proficiency with military personnel systems, logistical tools, and Microsoft Office suite.

**Additional Considerations: Baseline knowledge of cyber security concepts, incident response frameworks, and state level emergency management and civil support operations are desirable.** Candidates are encouraged to list any additional certifications or relevant experience.

# APPLICATION INSTRUCTIONS:

Applicants must request and submit all the documents below via email to [ng.ny.cyber.uasi@army.mil.](mailto:ng.ny.cyber.uasi@army.mil.)

Each email file attachment must include rank, last and first name, type of attachment (application/resume), and announcement number listed above.

SGT DOE, JOHN\_CYBER UASI APPLICATION SAD ADMIN NCO

# REQUIRED DOCUMENTS:

* SAD application
* Current Letter of Good Standing signed by M-Day (parent) unit commander

# RECOMMENDED DOCUMENTS:

* Resume
* Letter of Recommendation
* Last two NCOERs/OERs or EPRs/OPRs or equivalent

The applicant coordinator will acknowledge the receipt of all documents.

If an SM is selected to attend the interview, the applicant coordinator will contact the SM and provide additional information.

# POINT OF CONTACT:

[ng.ny.cyber.uasi@army.mil](mailto:ng.ny.cyber.uasi@army.mil)

518-419-9466