



District of Columbia Air National Guard

Announcement Number

AGR: 12-359



APPLICATION MUST BE FORWARDED TO: Human Resource Office DC National Guard 2001 East Capitol Street Washington, DC 20003-1719 APPLICATION MUST BE RECEIVED BY: 1500 HRS	OPENING DATE: 1 Aug 2012	CLOSING DATE: 15 Aug 2012
	Position Title, Series, Grade, Salary Range Command & Control Technician (ACA), 90094000 GS-0303-08 Maximum Military Rank: SSgt	
	Selectee will be assigned to a compatible military position. Military Duty Assignment: 1C3X1	
Position Location: 113 th OG, DCANG Joint Force Andrews, Maryland	Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer	

AREA OF CONSIDERATION:
GROUP II
 (Members that are currently assigned to the DCANG)
AGR Resource Available

Special Remarks:

INSTRUCTION FOR APPLYING:

This office will not accept application mailed at government expense. Electronic or fax application will not be accepted. Failure to submit all documents will result in your application not being considered for employment. HRO will not return or copy applicant's submitted application. Applicant's application must contain current unit assignment, AFSC/SSI, and military grade.

All submitted documents must be current.

AGR APPLICATION REQUIRED DOUCMENTS:

- 1.) NGB34-1, dated Nov 2010, Application for Active Guard/Reserve (AGR) Position with original signature. Ensure all applicable blocks are complete on form. **No binders or folders please.**
 - 2.) Current Report of Individual Performance (RIP) from vMPF (**Please ensure you submit all pages**)
 - 3.) DD 214 (if applicable)
 - 4.) Fitness Test (current passing - 75 points or higher within 12 months)
 - 5.) (**NEW ITEM**)(**Separate Paper**) Email address; additional point of contact number(s) for member.
 - 6.) KSA's Questions (Knowledge, Skills, and Ability questions must be addressed by element on a separate paper.)
- 1.) (**NEW ITEM**) Security Clearance Letter from Unit Security Manager within 30 days.

Condition of Employment:

National Guard Membership: Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard.
Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.

AGR Employment Questions:

MSgt Stepfaine W. Lee, HR Specialist (IS) at 202-685-9772 or DSN 325-9772.
E-mail: stepfaine.w.lee@us.army.mil or call HRO Main desk at 202-685-9761

Evaluation Process:

Applications will be evaluated solely on information supplied in the application (NGB34-1). Experience will be evaluated based on relevance to the position for which application is made, and whether it is full-time or part-time.

Equal Employment Opportunity:

All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, age physical handicap, or membership/non-membership in an employee organization, IAW NGB Regulation 690-600 and ANGR 40-1613.

This announcement must be posted on Unit bulletin boards until the day following the close date.



The District of Columbia Air National Guard



Is an Equal Opportunity Affirmative Action Employer

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Position: Command & Control Technician (ACA), GS-0303-08

Brief Description of Duties:

Receives, authenticates, and reacts to Emergency Action Messages (EAMs) and transmits instructions to alert aircrews and support assets. Coordinates launch and execution orders as well as aircraft and personnel recalls. Services as the focal point for information pertaining to the unit's aircrews, aircraft, alert facility, SRC, and BS. Possesses the ability to immediately and without error, recall and reference a large volume of information related to NORAD Emergency Action Procedures and air sovereignty alert procedures. Maintains certification in NORAD and Air Combat Command (ACC) Emergency Action Procedures (EAP) and is tested on this knowledge periodically through a closed book test. Personnel assigned to these AGR resources will be required to perform duties within their AFSC relating to the ACA mission or supporting the ACA mission. Performs other duties as assigned.

Qualifications: GS-0303-08

General Experience:

Administrative or clerical experience, education, or training which demonstrates the candidates' ability to perform the duties of the position. Perform assigned work.

Specialized Experience:

Must demonstrate **Eighteen (18) months** experience in which the following Knowledge, Skills, and Abilities (KSA's) as described below have been attained.

Knowledge, Skills and Abilities (KSA's) Statements:

- A.) Knowledge in interpreting mission documents, such as DOC statements, operations plans, execution orders, emergency actions, plans, and orders. Ability to collect and organize data and to communicate effectively orally and in writing. Ability to work in high stress, rapid response situations.
- B.) Knowledge of and ability to work with command post data bases. Skill in operating a variety of command post communications systems.
- C.) Skill in using a personal computer to communicate using electronic mail and in using a variety of office automation software such as word processing, spreadsheets, and graphics to produce reports and briefings and track program status.
- D.) Knowledge of the mission and functions pertaining to flight operations. Knowledge of support organizations and interrelationships among those agencies.

Current Unit assignment, AFSC/SSI and Military grade must be included on application. Incomplete applications will not be considered for employment.