District of Columbia Air National Guard
AGR Announcement
25-166

	OPENING DATE: 14 August 2025	CLOSING DATE: 28 August 2025
APPLICATION MUST BE FORWARDED TO: IN ORDER TO RECEIVE CONSIDERATION 113WG.DCANG.APPLICATIONS@US.AF.MIL	**Position Title:** Systems Operations **Max Grade:** MSgt (E7) **Min Grade:** TSgt (E6) **AFSC:** 1D771 **Tour:** Permanent	
	Appointment Status [X] **Enlisted** [ ] **Officer**	
Position Location: 113th Communications Squadron Joint Base Andrews, MD 20762	**AREA OF CONSIDERATION: GROUP I** Current DCANG AGR members.	

INSTRUCTIONS FOR APPLYING:
This office will **NOT** accept mailed applications. You must send applications electronically. **Failure to submit all required documents as outlined below will result in your application not being considered for employment.**

AGR REQUIRED DOCUMENTS:
1.) NGB 34-1 (*dated Nov 2013*) Application for AGR Position. https://www.ngbpmc.ng.mil/Forms/NGB-Form/
2.) Copies of last three EPRs/EPBs.
3.) Resume *(any format)*.
4.) 3 References on a separate sheet of paper with email address and additional point of contact number(s).
5.) Report of Individual Personnel (RIP) from vMPF only *(must be dated within 60 days)*. If clearance is expired, you must obtain security memo from the Wing security manager.
6.) Current Fitness Test from myFitness *(Per DAFI 36-2905 – current within 12 months, handwritten scorecards are not accepted)*.
7.) Letter(s) of recommendation *(optional)*.
8.) If missing documents, memo to board president required stating reason why documents are missing.

All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: MVA number, Rank, Last name, First name, Middle Initial.   Ex: 20-300 – SSGT DOE, JOHN A Email subject will be in the same format.

Conditions of Employment:
Electronic Funds Transfer: Selectee is required to participate in electronic funds transfer/direct deposit.
If applying for an MVA at a lower rank, a voluntary demotion memorandum stating action must be submitted.

Evaluation Process: Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. Incomplete applications will not be considered. It is the responsibility of the applicant to contact the POC identified on this vacancy announcement prior to the vacancy closing date to verify all documents have been received. Failure to do so may result in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.

Equal Employment Opportunity: All qualified applicants will receive consideration for this announcement without regard to race, color, gender, religion, national origin, or membership/non-membership in an employee organization. Reference: NGR AR 690-600 / NGR AF 40-1614. CNGBI 9601.01 and ANGI 36-7

The District of Columbia Air National Guard

DC is an Equal Opportunity Affirmative Action Employer
This announcement must be posted on unit bulletin boards until the day following the closing date.

Announcement Number: 25-166

Position: Systems Operations

Position Description:

This position is located in the Communications Squadron. The purpose of this position is to provide technical and analytical guidance and support for network hardware and software to include various servers and management terminals utilized by tactical communications units, considering the needs of requesting agencies, their tactics and doctrine. The incumbent performs analytical and evaluative duties related to computer networks. The position has paramount knowledge requirements in the transmission, storage, and retrieval of information in voice, data and/or video formats, information processing methodology, computer capabilities, processing techniques, and information security techniques in a tactical, multiple interactive operating system environment. Configures, manages, monitors, and trouble-shoots various network and application server hardware, operating system software, and peripheral network equipment for both classified and unclassified networks. Conducts testing using remote management terminals to insure operability, efficiency, and compliance with existing standards. Recommends system configuration policies. Develops and maintains procedures for system operations, and installation to include policies for system backup and archives. Configures and manages assigned tactical messaging platforms. Coordinates with internal and external functions for Internet Protocol (IP) address resolution. Coordinates with requesting agencies for messaging addresses and requirements, to include classified and unclassified support. Ensures operation and compatibility of assigned Public Key Infrastructure (PKI) devices. Coordinates with internal and external agencies to ensure overall network design, to include boundary protection devices, will support required networked services. Ensures users, representatives, Work Group Managers (WGM), or Work Group Administrators (WGA), receive and implement correct network device configuration. Analyzes equipment and software reliability and utilization to identify and correct problem areas and to establish network performance levels. Uses benchmarks, performance measurement, and evaluation data, in conjunction with modeling and simulation techniques. Plans for increased network capacity to support any additional customer requirements. Develops recommendations or proposals involving a variety of specialized systems and state-of-the art enhancements designed to meet unique tactical requirements and improve operational efficiency. Performs in-depth analysis of automated and manual systems related to proposals for change, in order to develop or modify information systems to meet tactical network user requirements. Determines applicability of established methods. Using customer input, gathers facts about the nature of the work involved in the user's application area, flow of work, processing actions, and work product(s). Provides technical advice to users. Examines and evaluates alternative means of satisfying user requirements. Suggests technically feasible approaches and makes recommendations regarding the most effective and efficient automation approaches. Designs tactical systems to support various options for several simultaneous interactive users. Determines physical storage requirements. Provides consultation and research to determine common and unique requirements. Establishes and documents standardized terms and data elements. Accomplishes risk analysis, accreditation, and certification packages to include disaster recovery plans in accordance with agency requirements. Assists Information Assurance (IA) personnel in conducting risk analysis and security tests and evaluations. Works with other security officers, users, Network Control Center (NCC) personnel, and other support personnel to ensure mandated security directives are followed. Ensures installation, command, and agency security standards are met. Ensures compliance with all Air Force Computer Emergency Response Team (AFCERTs), Time Compliance Network Orders (TCNO's) and other mandated security updates. Develops, implements, and maintains work center training programs. Plans and schedules tasks and training activities for drill status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished. Responsible for documentation of accomplished training in a timely manner. May require the use of automated training documentation system. Participates with user support personnel to train personnel and functional users on use of automated information systems, computers, local and wide area networks, and other automated tools. Plans, develops and administers training programs implementing the standardization, control, and/or guidance of communications programs. Creates, adapts, and implements guides and controls for network, system, or total communications programs in support of daily operations or training exercises. Performs duties necessary to

accomplish information technology and communications functions and provide for customer services in support of programs essential to Squadron daily operations, training, and readiness missions. Performs other duties as assigned.

Minimum Qualification Requirements:
1. Must be current DCANG AGR member.
2. Must have Top Secret security clearance.
3. Must hold AFSC listed.

Eligibility Requirements:
1. Applicants who have been separated for cause from active duty or a previous AGR tour are ineligible.
2. Prior to entry into the AGR Program, member must be medically cleared by the 113th Medical Group.
3. Must meet all eligibility requirements in accordance with ANGI 36-101.

AGR Employment Points of Contact:
AGR NCOIC: MSgt Victoria McNamara, Victoria.McNamara@us.af.mil, 202-685-8813 (DSN 325-8813)