



District of Columbia Air National Guard

AGR Announcement

20-316



<p>APPLICATION MUST BE FORWARDED TO:</p> <p>IN ORDER TO RECEIVE CONSIDERATION NG.DC.DCANG.MBX.AIR-APPLY@MAIL.MIL</p>	<p>OPENING DATE: 19 November 2019</p>	<p>CLOSING DATE: 19 December 2019</p>
<p>Position Location: 33rd Civil Support Team 2001 East Capitol Street, Washington, DC 20003</p>	<p>Position Title: Information Systems NCO Max Grade: MSgt (E7) Min Grade: TSgt (E6) Must be AFSC: 3DXXX</p> <p>Appointment Status <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Officer</p> <p>AREA OF CONSIDERATION: GROUP III All individuals eligible for entry into the DCANG</p>	
<p>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.</p> <p style="text-align: center;">AGR REQUIRED DOCUMENTS:</p> <ol style="list-style-type: none"> 1.) NGB 34-1 (<i>dated Nov 2013</i>) Application for AGR Position. https://www.ngbpdc.ngb.army.mil/ngbforms/ 2.) Copies of the last five EPRs. 3.) Resume (<i>any format</i>). 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 (<i>must be dated within 60 days</i>). If clearance is expired you must obtain security memo from the Wing security manager. 6.) Current Passing Fitness Test from AFFMS II (<i>Per AFI 36-2905 – current within 12 months</i>). 7.) Letter(s) of recommendation (<i>optional</i>). 8.) If missing documents, memo to board president required stating reason why documents are missing. <p>*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: 19-300 – SSGT DOE, JOHN A Email subject will be in the same format.</p>		
<p>Conditions of Employment: <u>National Guard Membership:</u> Prior to appointment to this position, selectee must be a member of the District of Columbia Air National Guard. <u>Electronic Funds Transfer:</u> 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.</p>		
<p>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 in disqualification. Complete and accurate data is essential to ensure fair evaluation of candidates.</p>		
<p>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. http://www.ngbpdc.ngb.army.mil/pubs/40/ngraf40_1614v2.pdf and ANGI 36-7 http://www.ngbpdc.ngb.army.mil/publications.htm</p>		
<p>AGR Employment Points of Contact: HR Specialist: SSgt Shailah Florvil, Shailah.Florvil.mil@mail.mil /202-685-8813 (DSN 325-8813) AGR Manager: CMSgt Adrienne Wilson, Adrienne.L.Wilson.mil@mail.mil /202-685-9925 (DSN 325-9925)</p>		



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: 20-316

Position: Information Systems NCO

Brief Description of Duties: Ensures there is uninterrupted communications/data exchange for all deployed members of the WMD-CST element. Operates WMD-CST information management and Reach-back systems within the command post. Serves as a WMD-CST point of contact for digital information and communication equipment. Manages WMD-CST computer hardware/software issues and the dissemination of classified information over a digital network. Ensures needed communication supplies and equipment are available. Plans, programs, and develops budget inputs to ensure resource availability for operational and training requirements. Conducts problem analysis to identify trends, ineffective practices or procedures, and equipment shortcomings. Identifies and documents network requirements for specific needs of the team. Plans for current and future technology integration and works issues for compatibility and standardization based on current and projected customer needs. Analyzes LAN utilization statistics, performance measures, and system profiles to ensure network robustness in serving the needs of the team. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996, AR 25-2, and AR 380-5 in order to ensure the rigorous application of information security and assurance policies in the delivery of network services. Establishes and maintains procedures to control all SECRET and CONFIDENTIAL information distributed within the command. Adheres to management control plan requirements by conducting self-inspection and staff assistance visits. Resolves identified discrepancies. Assists in maintaining the team's capability to properly set up and operate state of the art CBRN equipment and Toxic Industrial Chemical (TIC) detection, identification, survey, and sample collection equipment. Assists with safe patient extraction, confined space operations, and crime scene/evidence preservation. When called upon, must maintain on-call status when assigned to the Immediate Response Team except while on an approved leave. Receives and maintains Hazardous Materials Technician Certification. Employs CBRN detection and identification equipment to confirm the presence of CBRN contamination. Must be proficient in all decontamination principles and processes (both military and civilian). Performs other duties as assigned. Functions in a non-traditional, all AGR, full-time National Guard unit. May perform supervisory duties.

Qualifications:

1. Must have a minimum security clearance of secret **and** be eligible to obtain a Top Secret/SCI clearance within 1 year of hire.
2. Must possess a valid State driver's license and be licensed to operate all required unit vehicles within 90 days of completion of CSSC.
3. Must be able to pass a Physical Fitness Test, Ht/Wt screening, and Personal Protective Equipment test administered by the 33rd CST within 30 days of AGR tour start date.
4. Individuals entering into AGR program must be able to serve at least (3) years in an active military status prior to completing 18 years of Active Federal Service (AFS).
5. Undergo urinalysis drug screen testing upon entry on active duty, and periodic testing while assigned to WMD-CST duty.
6. Meet AOC/MOS/AFSC qualifications for their duty position within 12 months of their assignment to the unit. An extension may be granted as an exception to policy IAW NGR 600-5 and ANGI 36-101 when WMD-CST training and MOS/AFSC qualification courses cannot both be accomplished in the initial 12 months through no fault of the service member.
7. Uphold the highest standards of conduct and personal appearance.
8. Ensure that outside employment, associations and off-duty conduct/activities are consistent with Federal directives on ethics and with State and Federal conflict of interest policies. However, this employment must not impact the unit mission accomplishment or unit readiness.
9. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separation.
10. Applicants who have been involuntarily separated from the AGR Program are ineligible.

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.

Special Remarks:

1. Must agree to minimum three-year tour on the WMD-CST after completion of Civil Support Skills Course (CSSC).
2. The CST mission often requires irregular work hours, to include weekends and holidays. The member will in an on-call status at all times unless on approved leave, pass or TDY.
3. Complete a physical examination IAW paragraph 9-3 before completion of the hiring process. HAZMAT Technician certification requires that each individual on the WMD-CST maintains the minimum medical standards noted throughout their duty assignment.
4. Selectee must be willing to participate in CST immunization program; including receipt of the Small Pox and Anthrax vaccination series.