



# District of Columbia Army National Guard

## AGR Announcement

### 23-028



<b>IN ORDER TO RECEIVE CONSIDERATION APPLICATION MUST BE FORWARDED TO:</b>  <a href="mailto:NORRELLE.P.COMBEST.MIL@ARMY.MIL">NORRELLE.P.COMBEST.MIL@ARMY.MIL</a> <a href="mailto:BILLIE.C.GOULD.MIL@ARMY.MIL">BILLIE.C.GOULD.MIL@ARMY.MIL</a>	<b>OPENING DATE:</b> 31 August 2023	<b>CLOSING DATE:</b> 30 September 2023
	<b>Position Title:</b> KOAM – COMSEC NCOIC <b>Max Grade:</b> SFC (E7) <b>Min Grade:</b> SGT (E5) <b>Selectee will be assigned to a compatible military position of:</b> 00F	
	<b>Appointment Status</b> <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Officer	
<b>Position Location:</b> Joint Force Headquarters 2001 E Capitol St SE, Washington, DC 20003	<b>AREA OF CONSIDERATION: GROUP III</b> All individuals eligible for entry into the DCARNG (Nationwide Announcement)	
<b>INSTRUCTIONS FOR APPLYING:</b> This office will <b>NOT</b> accept mailed applications. You must send applications electronically. <b><u>Failure to submit all required documents as outlined below will result in your application not being considered for employment.</u></b> <b>AGR REQUIRED DOCUMENTS (in 1 email attachment):</b> <ol style="list-style-type: none"><li>1.) NGB 34-1 Application for AGR Position with original signature <a href="https://www.ngbpmc.ng.mil/Forms/NGB-Form/">https://www.ngbpmc.ng.mil/Forms/NGB-Form/</a></li><li>2.) Separate sheet of paper with email address and additional point of contact number(s) SM and 2 references</li><li>3.) Copy of last five OERs/NCOERs (<i>as applicable</i>)</li><li>4.) MEDPROS printout with date of current PHA and PULHES included (<i>within 12 months</i>)</li><li>5.) Copy of Medically Signed/Completed Medical Profile (<i>as applicable</i>)</li><li>6.) Current copy of DA 705 (<i>within 6 months</i>) * If body fat information is not included on DA 705, a DA 5500-R/5501-R is required.</li><li>7.) Current Certified Board ERB/ORB (Must be certified by RNCO within 12 months)</li><li>8.) Current copy of NGB 23b (RPAM Statement). (<i>Within 12 months</i>)</li><li>9.) Copy of all DD 214s</li><li>10.) Copy of State driver's license and military driver's license.</li><li>11.) Letter(s) of recommendation (<i>optional</i>)</li><li>12.) A current Security Verification Memorandum with at least a Secret Clearance level (within 90 days of closing date)</li></ol> <b>*All documents must be consolidated into a single pdf file. DO NOT put in PDF Portfolio format. Save applications in the following format: <i>MVA number, Rank, Last name, First name, Middle Initial</i>. Ex: 21-300 – SGT DOE, JOHN A</b> Email subject will be in the same format.		
<b>Conditions of Employment:</b> <b><u>National Guard Membership:</u></b> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard. <b><u>Electronic Funds Transfer:</u></b> Selectee is required to participate in electronic funds transfer/direct deposit.		
<b>Evaluation Process:</b> Applicants will be evaluated solely on information supplied in application documents outlined above. Interview responses will also be considered when applicable. <b>Incomplete applications will not be considered.</b> 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.		
<b>Equal Employment Opportunity:</b> 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: NGB Regulation 690-600 and ANGR 40-1614.		



# The District of Columbia Army

## National Guard



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

<b>Announcement Number:</b> 23-028
<b>Position:</b> KOAM – COMSEC NCOIC
<b>Position Description:</b> This position is located at the JFHQ-State, in the Deputy Chief of Staff for Information Management (CIO/J6/G6). The primary purpose of this position is to manage the State level Communication Security Program (COMSEC) in accordance with the governing policies. Provides oversight of all COMSEC accounts located in the State/ Commonwealth/Territory and resolves complex issues related to COMSEC with external organizations.
<b>MAJOR DUTIES:</b> <ol style="list-style-type: none"><li>1. Manages the Command's Communication Security (COMSEC) Program and serves as the installation COMSEC Account Manager for a National Guard state Headquarters as the technical expert/authority responsible for all aspects of safeguarding, accounting, and supply control of COMSEC material. Maintain accurate documentation for inventories, issuance, destructions, possession, and reports in accordance with current regulations, guidance, and procedures. Generate, maintain and submit paperwork to appropriate authority IAW regulation and policy. Coordinates the receipt, preparation, issuance and destruction of all COMSEC material for the account. Responsible for the maintenance, patching, and upgrades to the key management information system(s). (40%)</li><li>2. Advises the Command on the development and implementation of COMSEC related policy and procedures based on higher agency policies, directives, and command requirements. Subject matter expert on crypto &amp; encryption devices; fill devices, COMSEC equipment, key generation, and all electronic communication systems. Prepare the command for all internal or external inspections and audits. Develop and update Risk Assessments, Emergency Plans, and all others planning material IAW regulation and policy. Report findings of audits/inspections to the command develop any account remediation plans as a result of an inspection or audit for command review. Ensures the states and subordinate unit COMSEC programs comply with higher governing authority policies and guidelines. (35%)</li><li>3. Ensures individual training and compliance necessary to maintain required COMSEC account access and Information System Privileged Access to perform required roles and functions across all COMSEC accounts. Provide training and resources for accounts holders on the safeguarding, accounting, and supply control of COMSEC material, as well as the function and usage of COMSEC devices, equipment and key generation. (15%)</li><li>4. As a trained and qualified COMSEC Command Inspector, conducts audits and inspections of subordinate accounts, and coordinates with applicable organizations/offices to resolve complex COMSEC issues. Conducts inspections of peer organizations when requested. Ensures the physical security and proper storage of the commands COMSEC facilities across the state/territory. (10%)</li></ol>
<b>Qualifications:</b> <ol style="list-style-type: none"><li>1. Must be able to retain a SECRET security clearance and eligible for TOP SECRET clearance.</li></ol>
<b>Eligibility Requirements:</b> <ol style="list-style-type: none"><li>1. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separations.</li><li>2. Must meet the military and civilian education requirements that has not been waived by the approval authority.</li><li>3. Soldiers must be able to receive a favorable suitability screening during the accessions process as outlined in applicable service component regulations.</li><li>4. Prior to entry on AD or FTNGD in the AGR Program, must be medically certified as drug free, be tested negative for Human Immunodeficiency Virus (HIV), per AR 40-501 and AR 600-110.</li><li>5. Must meet all eligibility requirements in accordance with AR 600-9, AR 40-501, AR 135-18, and NGR 600-5.</li><li>6. IAW AR 135-18, Table 2-3, Rule H, if the applicant does not meet the entry requirements defined in Table 2-1 and Table 2-2, the disqualification must be waived by the proper authority (if applicable).</li></ol>
<b>AGR Employment Points of Contact:</b> HR Specialist: SPC Billie Gould, <a href="mailto:billie.c.gould.mil@army.mil">billie.c.gould.mil@army.mil</a> / 202-685-9767 (DSN 685-9767) Army AGR NCOIC: SFC Norrelle Combest, <a href="mailto:Norrelle.p.combest.mil@army.mil">Norrelle.p.combest.mil@army.mil</a> / 202-685-9767 (DSN 685-9767)