

# DISTRICT OF COLUMBIA ARMY NATIONAL GUARD AGR VACANCY ANNOUNCEMENT



**ANNOUNCEMENT #:** 26-044

**\*\*All individuals eligible for entry into the DCARNG (Nationwide Announcement)\*\***

<b>Position:</b> KOAM - COMSEC NCOIC  Para/Lin: 238/05		<b>Minimum Rank/Grade:</b>  <b>SSG/E6</b>	<b>Maximum Rank/Grade:</b>  <b>SFC/E7</b>
<b>MOS/AOC:</b>  25D/25B	<b>Unit/Location:</b> JFHQ-DC 2001 East Capitol St SE Washington, DC 20003	<b>Opening Date:</b>  10 June 2026	<b>Closing Date:</b>  9 July 2026

## DUTIES AND RESPONSIBILITIES:

Serve as the primary Key Management Infrastructure (KMI) Operating Account Manager (KOAM) and 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).

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 & 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.

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.

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.

## Mandatory Requirements and Skills at Time of Application:

- 1) Must possess and maintain a Top Secret / Sensitive Compartmented Information (TS/SCI) security clearance.
- 2) 105 ASVAB GT Score
- 3) 105 ASVAB ST Score
- 4) Must hold a current IAT Level II or IAM Level I certification IAW DoD Manual 8140.03
- 5) At least 4 years experience in IT or Cybersecurity (Can be waived w/Cybersecurity or IT Certification).
- 6) Only MOSQ E6/E7 may apply.

**Documents from Applicant in Addition to AGR Application Checklist (Page 4):**

COMSEC Training Certs (if already qualified).

IT/Cybersecurity Certifications (current & active).

ASVAB Score Sheet

**PREFERRED APPLICANTS WILL POSSESS THE FOLLOWING SKILLS/ATTRIBUTES:**

MOS Qualified as a 25D, Cyber Network Defender (CND), and/or currently MOS Qualified as a 25B

Standardized COMSEC Custodian Course (SCCC) and/or KMI Management Client (MGC) Operator Training Certification.

Experience with physical security requirements of vaults/facilities, access controls, and GSA security container combination update procedures.

**SPECIAL INSTRUCTIONS:**

If you do not currently hold a 25D MOS must:

Within 2 years you must become MOS'Q as a 25D Cyber Network Defender by:

- Submit a 25D application packet to the Office Chief of Signal (OCOS) and receive a conditional acceptance memo.

- Successfully complete the 25D In-Service Screening Test (ISST).

- Complete the 25D school application process to receive approval (Final 25D Acceptance memo) from Office Chief of Signal (OCOS) and obtain a course seat in the Cyber Network Defender (25D) Course (#230-25D30 (CP)) at the Cyber Center of Excellence.

**EQUAL EMPLOYMENT OPPORTUNITY:** All applicants will receive consideration without regard to age, race, color, national origin, creed, religion, politics, marital status, membership/non-membership in an employee organization, or other non-merit reasons not interfering with membership in the Army National Guard or performance of required duties.

**POSITIONS OF SIGNIFICANT TRUST (POST):** In accordance with DA EXORD 193-14 & NGB SMOM 15-017, all Soldiers hired into sensitive duty positions are required to have favorable POSTscreening. Soldiers not meeting this requirement will not be hired into AGR status.

**PAY AND ALLOWANCES/MAJOR BENEFITS:** AGR personnel receive base pay, subsistence (BAS), quarter's allowance (BAH), Variable Housing Allowance (VHA), applicable uniform allowances, full medical care in military facilities, and partial medical care and TRICARE benefits for dependents.

**ADDITIONAL INFORMATION:** Restoration rights for federal employees accepting AGR tours will be in accordance with applicable federal personnel regulations. Personnel in a bonus program should refer to applicable FY SRIP to determine if continuation in SRIP/SLRP is permitted prior to entry on AGR status. AGR personnel are subject the Uniform Code of Military Justice.

## How to Apply

The forms and documents listed on the application checklist must be submitted as **ONE** .pdf file (**do not** submit as PDF Portfolio) through email. Applications and Checklist must be received in the AGR Office no later than 1630 hours (Eastern) on the closing date of the announcement.

1. Email AGR Applications To: [ngdcAGRbranch@army.mil](mailto:ngdcAGRbranch@army.mil)
2. The AGR Management team will provide notification that your application has been received.

**Applicant's rank/name:**

**Applicant's Email:**

**Applicant Status:**  T32  T10  AGR  ADOS  M-Day

**AGR APPLICATION CHECKLIST**

- \_\_\_\_\_ **1.NGB Form 34-1 AGR Application**, can be found under Career Resources at <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/> (Include e-mail address at the top 1st page of NGB Form 34-1 and signature on pg 3)
- \_\_\_\_\_ **2. Screenshot of Soldier Talent Profile**. Within 30 days - must include applicable MOS or AOC and ASVAB Scores.
- \_\_\_\_\_ **3.Individual Medical Readiness Record**. Must include current Periodic Health Assessment date and PULHES. PHA must be current within 12 months.
- \_\_\_\_\_ **4. DA Form 3349 Physical Profile (If Applicable)**. No temporary profiles are accepted except pertaining to pregnancy.
- \_\_\_\_\_ **5. DA 5500/ DA 5501 (If Applicable)**
- \_\_\_\_\_ **6. Last ACFT for record within the past 6 months**. Either DA 705 with digital signatures or ITR (Individual Training Record) report out of DTMS (Digital Training Management System) \*PPOM 22-23 requires passing ACFT within 6 months as of 1 April 2023.
- \_\_\_\_\_ **7.DA Form 2166-8 NCOER / DA Form 67-8/9 OERs – last 5 copies**. SPC/E4 or a newly promoted SGT or 1LT (Doesn't have 3 NCOERs/ OERs), will need a letter of recommendation from Unit Commander or BN AO within 6 months of closing of announcement.
- \_\_\_\_\_ **8. All DD Form 214's and DD Form 215's** (must have items 23-30 included)
- \_\_\_\_\_ **9. DA 5016** (Current National Guard Soldier) via IPPS A (Must be pulled in last 30 days from closing of a announcement.)
- \_\_\_\_\_ **10. Security Clearance Memo**. Must have a final Security Clearance Verification. Memo from a Security Clearance Manager must be dated within 90 days from date of announcement. NO JPAS printouts.
- \_\_\_\_\_ **11. OPAT Scorecard (DA Form 7888)** (Applicable if current PMOS is in a lower physical category than advertised MOS)
- \_\_\_\_\_ **12. DA Form 4836/ Oath of Extension of Enlistment or Reenlistment (Required for Enlisted)**  
(Applicants must have a minimum of three years on their current contract before HRO will cut AGR/OTOT orders).

**NOTE: PLACE THE JOB ANNOUNCEMENT AS PAGE 1** - ensure that all required documents (As Applicable) on the checklist are included with your application in the listed order above. Applications that have been returned for correction will need to resubmit complete packets with the corrected documents before job announcement closes in order for their packet to be considered. **It is mandatory that all SMs have a minimum of three years on their current ETS (or required time to cover a OTOT) in order for HRO to produce AGR orders and to complete an AGR Initial Tour.**

Evaluation Process: Applicants will be evaluated solely on the 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 POCs 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.