



# District of Columbia Army National Guard

## AGR Announcement

### 22-030



<p><b>IN ORDER TO RECEIVE CONSIDERATION APPLICATION MUST BE FORWARDED TO:</b></p> <p><a href="mailto:ADRIANNE.L.WILSON.MIL@ARMY.MIL">ADRIANNE.L.WILSON.MIL@ARMY.MIL</a>  <a href="mailto:NORRELLE.P.COMBEST.MIL@ARMY.MIL">NORRELLE.P.COMBEST.MIL@ARMY.MIL</a></p>	<p><b>OPENING DATE:</b> 20 September 2022</p>	<p><b>CLOSING DATE:</b> 5 October 2022</p>
	<p><b>Position Title:</b> Information Systems Specialist  <b>Max Grade:</b> SSG (E6)  <b>Min Grade:</b> SGT (E5)  <b>Selectee will be assigned to a compatible military position of:</b> 79T or 25B</p>	
	<p><b>Appointment Status</b>  <input checked="" type="checkbox"/> Enlisted <input type="checkbox"/> Warrant Officer <input type="checkbox"/> Officer</p>	
<p><b>Position Location:</b>  Recruiting and Retention Battalion  2001 E Capitol St SE, Washington, DC 20003</p>	<p><b>AREA OF CONSIDERATION: GROUP III</b>  All members eligible for entry into DCARNG</p>	
<p><b>INSTRUCTIONS FOR APPLYING:</b>  This office will <b><u>NOT</u></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></p> <p style="text-align: center;"><b>AGR REQUIRED DOCUMENTS (in 1 email attachment):</b></p> <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 GPFM 1790 (PQR). (<i>within 12 months</i>)</li> <li>9.) Current copy of NGB 23b (RPAM Statement). (<i>within 12 months</i>)</li> <li>10.) Copy of all DD 214s</li> <li>11.) Copy of State driver's license and military driver's license.</li> <li>12.) Letter(s) of recommendation (<i>optional</i>)</li> <li>13.) A current Security Verification Memorandum with at least a Secret Clearance level (within 90 days of closing date)</li> </ol> <p><b><i>*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: 21-300 – SGT DOE, JOHN A</i></b>  Email subject will be in the same format.</p>		
<p><b>Conditions of Employment:</b></p> <p><b>National Guard Membership:</b> Prior to appointment to this position, selectee must be a member of the District of Columbia Army National Guard.</p> <p><b>Electronic Funds Transfer:</b> Selectee is required to participate in electronic funds transfer/direct deposit.</p>		
<p><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.</p>		
<p><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.</p>		



# 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.

**Announcement Number:** 22-030

**Position:** Information Systems Specialist

**Position Description:** Serves as the primary automation point of contact, advisor, and troubleshooter for the RRB. The ISS supports the SM efforts of all RRB personnel by ensuring that automated RRB missioning, tracking, awarding, and applicant presentations and processing are unhindered. ISS duties are as follows: obtain, maintain, train, and deploy existing and future Information Technology resources, manage RSN Form 101/waiver requests for the RRB, assist the state security manager in scheduling periodic re-investigations of National Agency Local and Credit Checks (NACLC) for the RRB, maintain appropriate and approved technologies for secure transmission of sensitive data through GUARDNET LAN Access, provide the RRSC with resources and information needed to train their subordinate personnel on automation related issues, monitor and evaluate performance and compliance of automated system users, communicate technical information to operators, develop training solutions to enhance performance where necessary and assist them locally and remotely in functional support, coordinate the acquisition, service, and property accountability of all automation equipment and manages all warranty and non-warranty technical support issues, prepare technical studies, reports, and maintains records pertaining to the functional area, provide technical support for networked systems, inform new users of automation requirements and responsibilities through the use of an in-processing checklist, inform the chain of command of automation configuration control violations, initiate acquisition process for purchase of additional automation equipment, ensure that all DOD mandated virus updates and software patches are loaded onto ARISS computers, to avoid work stoppage, make adjustments to Headquarter Support System (HSS) Force Structure Address and Zip Code Realignment System (FAZR) and HSS Personnel system (PER) to ensure that the RRB personnel are correctly recorded in the ARISS system, assist personnel assigned to recruiting and retention to obtain the correct user ID and passwords for the required systems access, serve as the state POC in the administration of the Strength Maintenance Management System (SMMS), provide ARNG REQUEST Operations Center (ROC) with any changes in personnel for user ID's for REQUEST program, request and maintain account structure for the Business Integration Server(BIS).

**Qualifications:**

1. Must be able to retain a SECRET security clearance.
2. Must meet physical fitness standards in IAW AR 600-9.
3. Must continue to meet requirements of AR 135-18 and NGR 600-5.
4. All applicants are subject to a state background check prior to the start of the AGR tour.
5. All applicants will need to meet the DOD 8570 Baseline requirement of IAT level II within 6 months assignment.
6. All applicants need to meet at minimal rank of E-5 for the position
7. All applicant must be able to obtain 25B or 79T within 6 months of assignment

**Eligibility Requirements:**

1. Applicants who have voluntarily separated from the AGR Program are not eligible to re-enter for one year from date separations.
2. Must meet the military and civilian education requirements that has not been waived by the approval authority.
3. Soldiers must be able to receive a favorable suitability screening during the accessions process as outlined in applicable service component regulations.
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.
5. Must meet all eligibility requirements in accordance with AR 600-9, AR 40-501, AR 135-18, and NGR 600-5.
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).

**AGR Employment Points of Contact:**

Army AGR NCOIC: SFC Norelle Combest, [Norrelle.P.Combest.mil@mail.mil](mailto:Norrelle.P.Combest.mil@mail.mil) / 202-685-9767 (DSN 325-9767)

AGR Manager: CMSgt Adrienne Wilson, [Adrienne.L.Wilson.mil@mail.mil](mailto:Adrienne.L.Wilson.mil@mail.mil) /202-685-9771 (DSN 325-9771)