

**DELAWARE NATIONAL GUARD  
STATE POSITION VACANCY ANNOUNCEMENT**

**ADMINISTRATIVE DATA:**

Position Title:	Announcement Number:	Opening Date:	Application Deadline:
Pass and Identification Clerk	PVA # 13-26	19-Nov-25	19-Dec-25
Position Description #:	Position Number:	Pay Scale & Grade:	Salary Range:
S84530-08	139289	GS-06	\$49,541.00 - \$64,401.00
Appointment Type:	Military Requirement:	Department:	Occupational Series:
Permanent	Non-Dual Status	Air	0303
Supervisory/Managerial Status:	Work Schedule:	Travel Required:	Relocation Authority:
No - Neither	Full-Time	Not Required	No
State Personnel Branch Contact Information:		Work Location:	
Email: ng.de.dearng.list.hro-state@army.mil Phone: 302-326-7477		166th Security Forces Squadron New Castle, DE 19720	

**AREA OF CONSIDERATION:**

- ☐ **AREA I** - All presently employed permanent/indefinite Title 20 Non-Dual Status employees of the Delaware National Guard.
- ☐ **AREA II** - All presently employed permanent/indefinite Title 20 Dual Status employees of the Delaware National Guard.
- ☐ **AREA III** - All current military members of the Delaware National Guard (Army or Air) eligible for Title 20 employment.
- ☐ **AREA IV** - All other presently employed permanent employees of the Delaware National Guard eligible for Title 20 employment.
- ☒ **AREA V** - All personnel eligible for Title 20 employment in the Delaware National Guard.

**SELECTIVE PLACEMENT FACTORS:**

**APPLICATION PROCEDURES:** All interested applicants for this position must submit a completed DNG State Employment Application, Resume, Copy of front and back of valid Driver's License (or State Issued ID), & supporting/miscellaneous documents as required in the individual PVA. Application packets should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the PVA. Do not include photo copies of awards, letters of commendation, enlisted or officer performance reports, performance appraisals, and personal photos unless specifically requested in the PVA.

**Application packet must be forwarded to Joint Force Headquarters, ATTN: NGDE-HRO-SP via email to: ng.de.dearng.list.hro-state@army.mil as one package, NOT LATER THAN 5:30:00 p.m. on the business day of the Application Deadline of the position.** Applications received AFTER the application deadline WILL NOT BE CONSIDERED.

**MINIMUM QUALIFICATION REQUIREMENTS:** Each applicant must show how they meet the General and Specialized Experience and other requirements listed below; otherwise, the applicant may lose consideration for this job.

**EVALUATION METHOD:** All applicants will be evaluated against the mandatory qualifications identified on this announcement IAW the NGB Qualifications Standard and/or the OPM Qualifications Standards as appropriate. Evaluation is based on the information provided by the applicant to determine if the individual possesses the minimum qualifications necessary to perform the duties and responsibilities of the position.

**EQUAL OPPORTUNITY:** The Delaware National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to political, religious, or labor organization affiliation or non-affiliation, marital status, race, color, sex, national origin, age, non-disqualifying physical challenges (applicable only to competitive appointments) or any other factor not job related.

**CONDITIONS OF EMPLOYMENT**

1. Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment.
2. No commitment will be made to any nominee prior to a review of qualifications by this office.
3. A pre-placement physical/examination MAY BE required for employment. (see position description)
4. Must be able to obtain and maintain a SECRET Security Clearance
5. Applicants must be legally authorized to work in the United States. DNG participates in E-Verify.

**Maureen K. Mulrooney**  
Lieutenant Colonel, DE ANG  
Director, Human Resources

**DISTRIBUTION:**  
1 – Requesting Official  
1 – DNG Website

## SUMMARY OF DUTIES AND RESPONSIBILITIES

**The complete position description is on file in the HRO (State Personnel Branch) and available for review upon request**

This position is located within the 166th Security Forces Squadron. Its primary purpose is to provide pass and identification services to contractors and civilians requesting access to the installation. Position will also provide Restricted Area Badges to service members assigned to the 166 Airlift Wing as requested.

- Processes, issues, controls, and revokes access credentials such as DBIDS cards, short-term passes and Restricted Area Badges. Receives all applications/requests for issuance of installation passes and supporting documents and reviews for completeness and compliance with regulatory requirements. Scans fingerprints into DBIDS and processes requests through that system. Coordinates with Security Forces personnel to ensure all backgrounds have been thoroughly vetted prior to issuance of any base access credentials. Upon receipt of background investigations results, issues installation passes to applicants through DBIDS and records all credentials issued.
- Performs clerical and administrative work involved in the processing, issuing, control, and revocation of issued base access credentials. Maintains control records and initiates necessary action for issuance, renewal and cancellation of base access credentials. Operates and maintains the computer/electronic data processing system (DBIDS) to input and retrieve data and information on the installations passes. Maintains the records and issuance of Delaware National Guard license plates and will be the point of contact for the Delaware Air National Guard.
- Provides office automation services requiring a working knowledge of computer software such as Microsoft Windows, Excel and DBIDS. Uses a variety of office automation software and peripheral equipment to process and produce a wide variety of documents. Gathers information, assembles and integrates software types to produce automation products. Collects and compiles information from database files, documents, and other background material needed for preparing recurring and special reports.

## SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Must possess or be able to obtain and maintain and Government Equipment/Vehicle Operator's License
- Irregular and/or overtime (compensatory) hours may be required to support operational requirement or contingencies

## QUALIFICATION REQUIREMENTS:

### GENERAL EXPERIENCE:

Specialized experience required for position

### SPECIALIZED EXPERIENCE:

A minimum of 1 year of experience at a GS-05 level or equivalent showing knowledge of physical, information, operational, and personnel security and knowledges of various software types, including Microsoft Office and DBIDS.

**SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: N/A**

**QUALITY OF EXPERIENCE:** Length of time is not of itself qualifying. Applicant's experience will be evaluated on the basis of duties performed rather than strictly on the rank of the individual. The applicant's record of experience, training, and education must show possession of the knowledge, skills and abilities needed to fully perform the duties of the position.

## PROBATIONARY PERIOD

Employees will normally serve a one year probationary period. The probationary period is the initial one year intended to ensure the employee is capable of performing the duties of the job and to determine whether they have the qualities needed for continued employment. (TPR 300 para 1-7)