

**DELAWARE NATIONAL GUARD
STATE POSITION VACANCY ANNOUNCEMENT**

ADMINISTRATIVE DATA:

Position Title:	Announcement Number:	Opening Date:	Application Deadline:
Personnel Security Specialist	PVA # 21-22	15-Jun-22	29-Jun-22
Position Description #:	Position Number:	Pay Scale & Grade:	Salary Range:
S84530-04 / S84530-03	56095	GS-09/07	\$48,880.00 - \$77,728.00
Appointment Type:	Military Requirement:	Department:	Occupational Series:
Indefinite	Dual Status	Air	0080
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 Title 20 Non-Dual Status employees of the Delaware National Guard.
- ☐ **AREA II** - All presently employed permanent 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

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

Phillip M. Croall
Delaware National Guard
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

- Personnel Security Investigations: Reviews and processes requests for personnel security investigations and any special access requirements for both civilian and military assigned to the 166th SFS (i.e., Background Investigations, National Agency Checks (NAC), National Agency Check with Inquiries (NACI), National Agency Checks with State Criminal History Repository (SCHR), Single Scope Background Investigations, Secret PRs, etc.). Sets up suspense file for interim clearances and maintains files daily to ensure continuing access in the event final action has not been completed prior to expiration of an interim clearance.
- Notify military and civilian personnel who require Periodic Reinvestigation (PR). Downgrades clearances of personnel with expired investigations and limits and revokes access to classified areas. Creates and maintains current access roster of all 166th SFS personnel. Conduct all 166th SFS personnel security in/out processing
- Evaluates the requester's need, verifies the clearance level, prepares and issues Classified Information Courier Cards and maintains a current courier card roster.
- Provides authoritative information and assistance and represents the squadron on all matters relating to personnel security. Develops and implements the Squadron Entry and Exit Program. Develops and updates Standard Operating Procedures (SOPs) and policies for 166th SFS personnel security program and ensures organizations are operating in accordance with SOPs. Serve as primary security inspector, responsible for administering 166 SFS Command Inspection Program in personnel security. Maintains appropriate electronic/computerized security systems. Maintain up to date databases for internal data analysis and external reporting requirements.
- Serves as the Information Security Manager and Document Custodian for the division, responsible for securing and accounting for all classified and accountable documents, film, tapes and other related media materials. Operates security telephones (STU-111), digital combination safes, secure fax, and other equipment/devices that protects sensitive and confidential information.
- Administrative Duties: Serve as the focal point, local authority, and expert source for all administrative functions of the unit. The performance of these duties include, but is not limited to, correspondence and messages; records management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of classified documents; and on the job training programs for both technicians and unit military personnel. Administer the Personnel Concepts III (PCIII) Program.
- As primary, Commander Support Staff for the 166th SFS is considered the Defense Travel Systems and AROWS specialist, providing technical support and troubleshooting for daily operations including identifying issues and resolving problems and documenting problems history and solution.
- Maintains and leads all Pass and ID Office efforts. Issues Delaware Air National Guard license plates and tracks plates issued. Issues base access credentials using various systems such as Advantor and DBIDS. Issues restricted area badges and passport photos as necessary.

SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Military Grade Limitations:
 - Minimum = E-4
 - Maximum = E-6
- Compatible AFSC/MOS: 3F031 / 3F531 / 42A

****Position can be converted to permanent upon management discretion without competition****

QUALIFICATION REQUIREMENTS:

GENERAL EXPERIENCE:

At least 3 years of progressively responsible experience that demonstrates the ability to (1) analyze problems to identify significant factors, gather pertinent data, and recognize solutions; (2) plan and organize work; and (3) communicate effectively orally and in writing.

SPECIALIZED EXPERIENCE:

GS-09: At least one year experience equivalent to the GS-07 level of work for this occupational series and job responsibilities.

GS-07: At least one year experience equivalent to the GS-05 level of work for this occupational series and job responsibilities.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: GS-07: 1 full year of graduate level education

GS-09: Master's or equivalent graduate degree OR 2 full years of progressively higher graduate education leading to degree

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)