

JTF-DOCCS VACANCY ANNOUNCEMENT  
DIVISION OF MILITARY & NAVAL AFFAIRS  
321 MANOR ROAD,  
STATEN ISLAND, NEW YORK 10314  
ng.ny.nyarnng.mbx.jtf-support-to-doccs@army.mil

**ANNOUNCEMENT NUMBER:** JTF-DOCCS APP POOL

**Minimum Grade:** E1

**Maximum Grade:** O5

**POSITION TITLE:** JTF-DOCCS

\*This position is a NY Mil Law Section 6 State Active-Duty position

**MOS:** All Considered

**AFSC:** All Considered

**SALARY:** Daily military pay equivalent to active duty of corresponding grade, rating, and length of service, or \$125 a day, whichever is greater. **Service members cannot be paid for both State Active Duty and Federal Duty on the same day.**

**UNIT & LOCATION:** Joint Task Force NYNG Support to DOCCS, Statewide.

**SELECTING OFFICIAL:** Panel Interview

**ELIGIBLE CANDIDATES:** Applicants must be a drilling member in good standing in the New York Army National Guard or New York Air National Guard.

**\* JTF DOCCS is accepting applications to maintain a pool of eligible candidates to be reviewed at the next hiring board. Date of hiring board is TBD. \***

**POSITION DESCRIPTION:**

The New York National Guard is looking for qualified Service Members from the Army and Air National Guard, New York State Guard, and New York State Naval Militia to join the mission on a continual basis. Standard duties and responsibilities include administrative and logistical support, monitoring correctional facilities to ensure a high quality of life, and additional supporting tasks.

**QUALIFICATION:** Applicants must be and remain “in good standing” with their home units. “In good standing” includes:

- 180+ (Army National Guard) or 90+ (Air National Guard) days remaining on military contract
- Not flagged for disciplinary proceedings or investigation, pending adverse action or open medical board cases
- Approved by their Federal Unit Commander to serve on State Active Duty
- Have a current, updated family care plan prepared and filed with their unit
- Prepared to deploy to and serve in any location and any capacity across New York State at all times
- Strong preference for Service Members committed to serving a minimum of 90+ days on State Active Duty
- Dual-Status National Guard Federal Technicians are not eligible
- Permission from Federal Unit Commander to serve on State Active Duty
- Passing and current PFT test
- No visible tattoos while wearing duty uniform
- Applicants must have a valid driver’s license
- Applicants must have valid Common Access Card

- Ability to access DOD Systems (Microsoft Teams, SharePoint, OneDrive)
- Ability to obtain a DOD Enterprise Email
- Signed Lautenberg Agreement

**APPLICATION INSTRUCTIONS:**

Applicants must submit all of the required documents listed below via email to: [ng.ny.nyarnng.mbx.jtf-support-to-doccs@army.mil](mailto:ng.ny.nyarnng.mbx.jtf-support-to-doccs@army.mil)

Applications and inquiries will only be accepted electronically via email. Phone calls or faxes are not accepted unless you are instructed to do so by an Applicant Coordinator.

Each email file attachment must include rank, last and first name, type of attachment (application/resume) and announcement number listed above.

SGT DOE, JOHN\_JTF DOCCS APPLICATION\_JTF DOCCS APP POOL

**REQUIRED DOCUMENTS:**

- Application to perform State Active Duty (Application on main SAD jobs page)
- Commander's Recommendation Letter (dated within one year) (Form on main SAD jobs page)
- Passing and current Physical Fitness Test (dated within one year)

**RECOMMENDED DOCUMENTS:**

- Resume
- Letter of Recommendation

The applicant coordinator will acknowledge the receipt of all documents and will inform Service Member of any issues or discrepancies with the application packet.

If a SM is selected to attend the interview panel, the applicant coordinator will contact the SM and provide additional information.

**POINT OF CONTACT:**

State J1 Team: [518-786-0449](tel:518-786-0449) or [ng.ny.nyarnng.mbx.jtf-support-to-doccs@army.mil](mailto:ng.ny.nyarnng.mbx.jtf-support-to-doccs@army.mil)