

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Mobilization Assistant to Director, Central Security Service, National Security Agency	2. Auth Grade: 08	3. Effective Date: 17 Aug 03
4. Headquarters: NSA 5. Reporting Senior: 6. Duty Location: Ft Mead, Maryland Mail:	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	

8. Position Description:

Duties:
 Responsible for the daily operation of the United States Cryptologic System (USCS), specifically that portion under the operation control of NSA/CSS and the administrative cognizance of the Service Cryptologic Elements (SCE)

Involved in collection, processing and reporting of Signals Intelligence (SIGINT) in response to national security requirements

Ensures perishable SIGINT information is disseminated effectively and efficiently to warfighters in support of military operations

Interacts with the Intelligence Community and Unified Command Headquarters and staffs of foreign intelligence services for the mutual benefit of all

The MA to the Chief/CSS provides executive management assistance in orchestrating worldwide SIGINT operations
In a mobilization or wartime scenario, the MA would assume a direct role in deconflicting SIGINT collection efforts performed by the SCEs to ensure the warfighters' needs were most effectively and efficiently met

In peacetime, the MA is responsible for ensuring the Secretary of Defense Implementation Plan for increasing the Peacetime Utilization of Military Reserve Intelligence Forces is fully implemented across the United States Cryptologic System (USCS) to include elements falling under the administrative control of the SCE Commanders

Responsible for Worldwide SIGINT operations performed by the USCS in support of the NCA

9. Special Qualifications/Requirements/Restrictions

Security Clearance: Secret

This position is M-Day/drill status only

Must have 17 years satisfactory service

Must be able to complete a minimum 3 years in the assignment before mandatory removal date/mandatory separation date(MRD/MSD)

Completion of senior service school required

Must be Federally recognized in the authorized grade (line), hold a Certificate of Eligibility for the authorized grade (line), pending Senate confirmation in the authorized grade, or be eligible to meet the General Officer Federal Recognition Board following selection