
Air National Guard (ANG) Military Vacancy Announcement (MVA)

*(Must be a current ANG, RegAF, or AFRC member
And be eligible for ANG membership)*

2009-331

SUPERINTENDENT, PROTOCOL

PROMOTABLE MSGT - SMSGT

**(Must meet this rank requirement at closeout date)*

Closeout Date: 26 JAN 10 Close of Business (COB)

To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>

Headquarters ANG Title 10 2-4 year Statutory Tour at **AFNORTH/CCP (TYNDALL AFB FL)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: The primary responsibilities of the protocol office are to plan, organize and execute functions for the Commander, First Air Force (AFNORTH). Directly supports the commander and vice commander in handling all aspects of visits, conferences, tours, and social functions initiated within the command, and those tasked by higher headquarters. Organize, oversee, coordinate and establish itineraries for Foreign Armed Forces visits as well as US Armed Forces distinguished visitors. Advises and assists the staff with unit promotion and retirement ceremonies, manages commander's recognition programs and special ceremonies (awards banquets, ribbon cuttings, ground breakings, medal presentations, individual recognition, etc.), including scheduling events, coordinating base support (325th Wing Protocol, communications, audiovisual equipment, transportation, lodging, etc.), creating seating charts, providing assigned seating place cards, etc., gathering biographies and guest information, preparing agendas, and sets up at the location. Responsible for making all lodging arrangements, transportation arrangements and base marquee displays for visiting Distinguished Visitors, through coordination with the host wing agencies. Advises the commander and staff on military customs, courtesies, USAF organizations, missions, history, and policies. Member should be able to respond to a multitude of requests, schedule and itinerary changes, and is the very often the first point of contact, and therefore the first impression, a visitor may have of the unit. Member should be capable of working independently, be a self-starter, a trouble-shooter, a problem solver and extremely flexible to change. Personnel work in a high speed, high stress, and high visibility environment. Very often there are multiple visits/events occurring simultaneously, which requires impeccable time management. Flawless situational awareness a must. Must be adaptable to non-routine situations and adjust easily to last minute changes to taskings while maintaining a good working attitude and relationship with co-workers, superiors and subordinates. Other duties include the management and disbursement of Official Representation Funds and Special Morale and Welfare Funds for the commander. The workload of this position requires the individual to devote a minimum of 160 hours per month in the performance of these duties. Task accomplishment during other than normal duty hours, to include evenings and weekends, will be performed as required. Knowledge of AF Information

Management policies and procedures, and various computer software packages, including Microsoft Office Suite.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-25-03, Paragraph 3.4.3.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

Application for this MVA signifies agreement to the following statement, in accordance with (IAW) Title 18 USC 1001: "I certify that, to the best of my knowledge and belief, all of the information on an attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

Questions regarding this advertisement can be sent to hr.apply@ang.af.mil
