
Air National Guard (ANG) Military Vacancy Announcement (MVA)
(Must be a current ANG member only)

2011-248

SUPERINTENDENT, COMMAND PROGRAMS BRANCH

PROMOTABLE MSGT - SMSGT

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

Closeout Date: 17 Oct 2011 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 **NGB/HR (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **3S07/91**. Duties and Responsibilities: Supervises and serves as the focal point for inspectable force management programs and customer service for more than 1400 Air National Guard Statutory Tour and REGAF members in support of the NGB mission. Directs and manages officer and enlisted personnel programs to include performance evaluations, fitness, awards and decorations, adverse actions, career status bonus, drug demand reduction testing, sponsorship, in-processing, duty status reporting, profiles, and MEBs. Ensures timeliness, propriety and accuracy of all required personnel programs and transactions. Advises commanders, directors/2-digit, supervisors, civilians on officer and enlisted military personnel issues and programs. Should have extensive knowledge of technical aspects of REGAF and Reserve Component military personnel programs, an in-depth knowledge of MILPDS, and the laws and regulations applicable to the military personnel area. Prepares and processes correspondence, forms, and PDS transactions. Maintains files of correspondence, directives, instructions, and other publications. Should possess effective supervisory, human relations and communication skills and the ability to direct and lead a staff of approximately five personnel in a common mission. Should have experience negotiating solutions in disputed issues and in interrelating with senior officers and enlisted personnel. Should understand and be able to effectively apply principles of customer service, as well as policies and procedures relating to administrative communications, correspondence, messages, general office management, organizational structure and its relationship with the mission, personnel career field terminology, and the ability to conduct detailed analysis of complex functions and work processes. Resolves complex issues involving personnel programs and interpretation of policies and procedures through effective research, interpretation, evaluation, and application of DOD, Air Force and Air National Guard instructions, policies, and other guidance. Should be able to identify, evaluate, implement, and provide control measures for use of Personnel Support Delivery Transformation technology (electronic systems, websites, self service functions) in the application and personnel service actions.

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.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

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
