

---

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

**2012-058**

**SUPERINTENDENT, TRANSITIONS**

**PROMOTABLE MSGT-SMSGT**

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

**Closeout Date: 12 MAR 2012 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 **ARPC/DPTT (BUCKLEY AFB, CO)**. Must be Air Force Specialty Code (AFSC) **3S071/91**. Duties and Responsibilities: Position requires a highly experienced Personnelist with an in depth knowledge of Air Force, ANG, and AFR Personnel Policies and processes, automated systems as they relate to accessions and assignments. Experience in interpreting Personnel program guidance and procedures, and coordinating and directing staff activities. Should have extensive expertise dealing with NGB Manpower, Personnel and Services Directorate (NGB/A1), JFHQ-ANG, Military Personnel Flight (MPF), and Commanders/Commander Support Staff Personnel. Should have a minimum of 10 years experience in the Personnel career field. The position supports the Personnel Service Delivery Transformation premise of consolidated Personnel services. Minimum weekly man-hours estimated at not less than 40. Position supervises 3 others working in this division, but performing varying duties and responsibilities. Responsible for executing the Transitions Personnel programs for all ARC members, with a focus and expertise on ANG Personnel. Interprets program guidelines and provides expert technical advice. Exercises independent judgment to interpret established policy and make decisions within the framework of existing Department of Defense, Air Force, and National Guard Bureau (NGB) policies. Ensures compliance with all transition policies. Evaluates the impact of implementation of new policies (Personnel or otherwise) as they relate to ANG Personnel.

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. Promotable means that all requirements; Current Rank, TIG, TIS, PME, etc have been completed for advancement to the next higher grade. By the close out date you must be eligible for promotion to the next higher grade.

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 36-2503, Paragraph 3.8.

Application for this MVA signifies agreement to the following statement, “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](mailto:hr.apply@ang.af.mil)**

---