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

2012-269

ADMINISTRATIVE NCO

MSGT

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

Closeout Date: 23 Oct 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>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.

Headquarters ANG Title 10 2-4 years Statutory Tour at **NGB/PA (Arlington Hall, VA)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: Serves as the NGB-PA Admin NCO for a joint staff of 54 DoD Air and Army troops, civilians and contractors. The Admin NCO will also be required to work with position descriptions, management of personnel rosters, files, tracking of office additional duties, JSAMS, SIPR, the DPMS and eMTS pay systems, alternate contracting officer representative, GPC, and other duties as assigned. Average work week is 40 hours; however, may require more than 40 hours and weekend duty to accomplish mission related activities. Duties are subject to short deadlines and frequent changes.

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.

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.

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 in and 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

