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

2013-096

NCOIC, DCAPES PROGRAM AND ANALYSIS MANAGER

Promotable TSgt - MSgt

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

Closeout Date: 15 March 2013 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>. **Please note MilPDS, the Military Personnel Data System temporary shutdown procedures below.*

Headquarters ANG Title 10 2-4 years Statutory Tour at **NGB/A3 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC). **ANY. Must have or be able to obtain TS Clearance. Must provide DCAPES training certificate.** Duties and Responsibilities: Incumbent should have in-depth know of Deliberate Contingency Planning and Execution Segment (DCAPES) and Joint Operational Planning/Execution System (JOPES) programs in developing internal policies and procedures. Incumbent will be the ANG Headquarters Sub DCAPES Functional Manager IAW AFI 10-401 and experience in DCAPES is needed. Incumbent should have in depth knowledge with assisting in the development of ANG wide-DCAPES policies and procedures. Incumbent should have a working knowledge of creating, resetting and validating passwords and accounts in DCAPES. Incumbent should have an extensive DCAPES knowledge identified in AFI 10-401. Incumbent will conduct FAM monitoring, training and setting up Quarterly meetings and secured teleconference video communications (STVC). Incumbent should be familiar with setting up and administrating Defense Connect Online. Incumbent should have experience with working with USAF, MAJCOMs, Wing level personnel and logistics communities. Incumbent should have the ability to coordinate with Air Force as the ANG POC for all future DCAPES Administrative and developmental changes. Incumbent should have knowledge of the oracle database. Incumbent will be responsible for the Wing level DCAPES Help Desk setting and should have strong customer service skills. Incumbent should have strong writing and speaking ability.

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.

Members in a Special Duty Career Field (SDI)/Reporting Identifiers (RI) must submit a conditional release letter from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. If selected for an MVA outside of the SDI (8XXX) or RDI (9XXX) you must have a fully qualified AFSC prior to accession onto Stat Tour AFSC(1XXX-7XXX)

MilPDS, the Military Personnel Data System, will temporarily SHUTDOWN 4-27 March 13.

Several personnel programs including vMPF and AFFMS (AF Fitness Management System) will be stagnant and possibly inaccessible. Members MUST pull a copy of their Records Review (RIP from vMPF) and Fitness Report (from AFFMS) NLT 28 Feb 2013.

Fitness Update: If you test during the MILPDS shutdown, 4-27 Mar, provide a signed copy of your completed test results from the Fitness Testing Cell or PTL (Physical Training Leader).

AFSC Upgrade: If your AFSC is upgraded during the MILPDS shutdown, provide a copy of the completed AF Form 2096 documenting the update.

No exceptions to close-out dates will be made

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. Applications will be reviewed for qualification/disqualification only starting at 72 hours prior to closeout date. For example; an MVA closing out on the 10th of the month would be reviewed for qualified or disqualified only starting on the 7th of the month.

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