THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOU ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

****WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSEOUT DATE TO SUBMIT****** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

<table>
<thead>
<tr>
<th>ANNOUNCEMENT NUMBER:</th>
<th>MVA 2015-061</th>
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<tbody>
<tr>
<td>OPEN PERIOD:</td>
<td>4 March 2015 thru 2359 EST, 6 April 2015</td>
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<tr>
<td>HIRING DIRECTORATE:</td>
<td>NGB/A4</td>
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<tr>
<td>POSITION TITLE:</td>
<td>Non- Commissioned Officer In-Charge (NCOIC), Director's Support Staff</td>
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<td>AFSC REQUIREMENT:</td>
<td>3A171, 3D071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)</td>
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<td>RANK/GRADE REQUIREMENT:</td>
<td>TSgt/E6 (Promotable) - MSgt/E7</td>
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<tr>
<td>POSITION INFORMATION:</td>
<td>Full Time, Title 10, Statutory Tour</td>
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<tr>
<td>TOUR LENGTH:</td>
<td>2 - 4 Years</td>
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<td>AGENCY:</td>
<td>National Guard Bureau</td>
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<tr>
<td>DUTY LOCATION:</td>
<td>Joint Base Andrews, MD</td>
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<td>WHO MAY APPLY:</td>
<td>Qualified ANG members only</td>
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1. **Requirements**

Must hold Rank/Grade and AFSC requirement by this announcement closeout date.

Must have a Secret Security Clearance

*(Note: All security clearances must be reflected on VMPF RIP. Date of Investigation must be within the past 10 years for Secret and within the past 5 years for Top Secret. If your security clearance is expired on your VMPF, please submit an MFR from your security manager indicating that the reinvestigation has been initiated. DO NOT Submit a JPAS print out.)*

2. **Position Description**

Position supports administrative, personnel, and other related requirements for the office of the Director of Logistics. Exercises full responsibility for the overall management of all functions relating to administrative matters and daily office operations. Provides general administrative and technical support along with serving as the subject matter expert on office administrative procedures, office support and equipment operations, and regulatory issues in relation to preparations of staffing actions. Records appointments on The Director and Deputy Director A4 calendars and ensures they stay on schedule, maintains files, prepares temporary duty (TDY) orders, processes, controls, and delivers official communications, monitors suspense’s, prepares messages via the Automated Message Handling System (AMHS), and tracks Tasks using the Task Management Tool (TMT), maintaining the Directorate Publications Library and conducts mail distribution.

Performs Functional Area Records Manager (FARM) duties for assigned area. Conducts surveys to analyze and identify the records created and/or maintained. Prepares and maintains files and publications IAW current directives to include both paper and electronic media. Creates manual and automated file plans. Creates and maintains the official electronic file area for organization. Establishes and maintains an organizational vital records program. Operates, manages, and/or maintains a records pre-staging area for inactive records storage. Prepares, documents, and transfers records to appropriate records staging area. Ensures compliance with Privacy Act (PA) and Freedom of Information Act (FOIA) laws and directives. Provides PA, FOIA and records management training as required.

Operates information systems (standalone and networked) to create, collect use, access disseminate, maintain and dispose of information. Perform duties of Top Level Site Owner (TLSO) to manage Directorate SharePoint sites. Develops, implements and maintains directorate web pages. Provides software application assistance and training for commonly used office automation and telecommunications applications. Provides Knowledge Operation Management (KOM) policy and procedure training to non-KOM personnel who perform KOM duties.

Incumbent will serve as the key point of contact for and interface with NGB/CX, HQ USAF, all Major Commands (MAJCOMs), State headquarters, outside agencies, and other branches of service.

Performs or assists with a variety of military personnel programs including appointments, enlistments, separations, promotions, duty assignments, transfers, officer and enlisted evaluations, Line of Duty (LOD) actions, retirements, payroll actions, leave non-judicial actions, and selective retentions.

Performs duties as unit awards monitor or alternate. Ensures that the awards and decorations tracking system are current.
Performs duties as unit evaluation monitor or alternate. Ensures that the evaluations tracking system is current.

Should be knowledgeable in office manuals and applicable regulations. Individual should possess strong in-depth skills in verbal and written communication.

May perform Government Purchase Card (GPC) purchases including the required tracking, receiving and storage of items. Maintains records IAW guiding directives.

Adheres to management control plan requirements by conducting self-inspection and staff assistance visits. Resolves identified discrepancies.

Should have working knowledge of the full Microsoft Office suite, and various other programs to include, Ontime, CCPlus, and Microsoft Schedule).

Performs other duties as assigned.

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### 3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECBD) it is your responsibility to submit an approved conditional release memorandum with your application 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. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

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### 4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.
All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

Further information regarding the Statutory Tour Program can be found in ANGI 36-6.

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit https://airguard.ang.af.mil/om/vacancy/ for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:
Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES