AIR NATIONAL GUARD
MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.

THANK YOU FOR YOUR INTEREST IN VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOUR 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.

ANNOUNCEMENT NUMBER: MVA 2015-003R1
OPEN PERIOD: 11 March 2015 thru 2359 EST, 13 April 2015
HIRING DIRECTORATE: NGB/A1
POSITION TITLE: Officer Programs Technician
AFSC REQUIREMENT: 3S051, 3S071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
RANK/GRADE REQUIREMENT: SSgt/E5 (Promotable) - MSgt/E7
POSITION INFORMATION: Full Time, Title 10, Statutory Tour
TOUR LENGTH: 2 - 4 Years
AGENCY: National Guard Bureau
DUTY LOCATION: Joint Base Andrews, MD
WHO MAY APPLY: Must be a current ANG, REGAF, or AFRC member and be eligible for ANG Membership
**1. Requirements**

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

Must have or be able to obtain 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 with the last 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.)

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**2. Position Description**

1. Incumbent is highly desired to be an experienced Non-Commissioned Officer (NCO) with personnel expertise to manage the programs within the section, exercising independent judgment to interpret established policy and make decisions within the framework of existing Department of Defense (DoD), Air Force (AF) and National Guard Bureau (NGB) policies.

2. Assists in the development, implementation, monitoring and interpretation of Air National Guard (ANG) policy and programs. Recommends initiatives as appropriate and as deemed necessary. Maintains a thorough knowledge of applicable directives, instructions, and objectives of all ANG officer appointment and promotion programs. Evaluates impact of implementation of new policies (Personnel or otherwise) and apply as needed.

3. Reviews legislative proposals, DOD directives, Air Force directives, Air Force Reserve Component (AFRC) directives and other related initiatives that affect ANG policy and personnel programs relating to officer appointments and promotions. Formulates proposed ANG position and/or recommends appropriate response. Assists in the development of ANG Instructions and policy memos.

4. Coordinates directives/instructions, forms, and policy letters, messages, e-mails, within the National Guard Bureau and various external agencies such as the Office of the Secretary of Defense (OSD), Air Staff, Secretary of the Air Force Personnel Council (SAFPC), Headquarters (HQ) Air Force Personnel Center (AFPC), and HQ AFRC. Resolves conflicts or achieves compromise as necessary. Maintains frequent contact with these internal and external agencies. Reviews Air Mobility Command directives, Air Combat Command directives and other gaining major command directives for applicability to the ANG. Monitors inspection reports to determine required action in personnel policy and program areas. Maintains a close relationship with appropriate NGB offices to insure proper implementation and execution of NGB policy. Participates in HQs United States Air Force (USAF), Major Command (MAJCOM), NGB and state conferences/workshops.

5. Prepares NGB position statements, point papers, and briefing on personnel policies and programs in response to inquiries from Air Directorate Field Advisory Council (ADFAC), National Guard Association of the United States (NGAUS), Enlisted Association of the National Guard of the United States (EANGUS), Air Force Association (AFA), Reserve Forces, Total Force policy Boards, Enlisted Advisory Council and other official agencies that require information.

6. Provides training, guidance and advice to the states, FSS’ and NGB staff regarding officer programs.

7. Processes and oversees officer appointments, the Position Vacancy Promotion Program, the Lieutenant Colonel Augmentation Program (LCAP) and the Federal Recognition of ANG officer promotion actions as well as Academy of Military Science (AMS). Processes Officer Propriety cases and ensures proper coordination is accomplished for higher level approval/disapproval. Analyze requests for waiver and exception to policy to ensure justifications are valid and provide determination recommendation to NGB/A1P.
8. Responds to presidential, congressional and various higher headquarters inquiries, Board for Correction of Military Records and Case Management Systems cases.

### 3. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECĐ) 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.

### 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