



# AIR NATIONAL GUARD MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGR/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 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 CLOSE OUT 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 2014-307R2**

*Previously qualified applicants do not need to reapply*

**OPEN PERIOD:**

**23 March 2015 thru 2359 EDT, 23 April 2015**

**HIRING DIRECTORATE:**

NGB/A4

**POSITION TITLE:**

War Readiness and Policy Manager

**AFSC REQUIREMENT:**

2S071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)

**RANK/GRADE REQUIREMENT:**

TSgt/E6 (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 Top 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. Inter-staff interface—MAJCOM and Air Staff Level. Position desires daily interaction and coordination with MAJCOM LSEP offices, Air Staff offices. Interaction will normally be at the Branch Chief and Action Officer Levels at the MAJCOMs and at the Action Officer level at the Air Staff/CJCS. Will desire minimal inter-staff coordination at the Division Chief level. Interface at this level will include oral, written, and electronic communication.

2. Staff to Unit interface—Field Level. Position desires daily contact with ANG unit personnel. Daily contact will range from the Superintendent to the Group Command level. Interface at this level will include oral, written, and electronic communication. Position recommends occasional oral contact with groups of ANG Field Senior Leaders, usually with the purpose of providing information and answering questions, but occasionally to obtain a desired decision from the groups themselves.

3. Responsible for performing analysis of assets in supply inventory utilizing data received from the field units. Reviews and analyzes program documents to determine changes in spare parts requirements. Should be deliberate in acquiring data from the field units. Individual should utilize computer software products to develop spreadsheets that display data received in an organized form. Determines need and frequency of record review for accuracy during the data collection process and coordinates action with ANG bases for review.

4. Gathers data from ANG bases or other major commands performs detail analysis to ensure accuracy of data, and consolidates data using computer software of Standard Base Supply Systems (SBSS) programs. Provides information that assist's in the determination of funding requirements and the preparation of long range budget estimates for spares requirements. Performs assistance visits to ANG units to provide assistance and guidance in the submission of spares data to the ANG and other Major Commands.

5. Provides guidance to AF policy regarding matters linked to Chairman Joint Chief of Staff Project Codes. Validates and determines legitimacy of DOD Project Code usage. Makes policy decisions relevant to unit transactions and performs necessary adjustments as appropriate. Individual coordinates with CJCS Action Officers regarding PC Policy and code usage.

7. Individual provides policy guidance in the following areas of Supply: Bench Stock, MICAP, Reject Management, MRSP/IRSP, Nuclear, Biological and Chemical Defense.

8. Provides Protective Body Armor support to the Air National Guard. Coordinates with the Air Staff, Joint Services, to include the Army National Guard Readiness Center, US Army depots, US Army supply representatives, USMC, ANG/J4, DLA, USAF bases and field level ANG units. Ensures all probable resources are exhausted in an effort to ensure deploying personnel are provided with the correct level of body armor IAW the POE. Plans & Develops n inventory and supply spreadsheet prior to the execution of the distribution phase.

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9. 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 (AFECD) 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**

<http://www.ang.af.mil/careers/mva/procedures.asp>

