



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 2015-138

OPEN PERIOD: 8 May 2015 thru 2359 EST, 8 June 2015

HIRING DIRECTORATE: ANGR/CCI

POSITION TITLE: Superintendent, Air National Guard, Protocol, Executive Services

AFSC REQUIREMENT: ANY 7 or 9 Level (PAFSC, 2AFSC, 3AFSC, 4AFSC)

RANK/GRADE REQUIREMENT: MSgt/E7 (Promotable) – SMSgt/E8

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: Qualified ANG members only

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 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.)

2. Position Description

A thorough knowledge of NGB Air Directorate policies, operating procedures and organizational structure is requested. Should be adaptable to non-routine situations and adjust easily to last minute changes to taskings while maintaining a good working attitude and relationship with co-workers, superiors and subordinates. Should be knowledgeable of Air Staff and Reserve Component command structure, rank and precedence, customs and courtesies. Should be familiar with AFIs, OIs, and HOIs, pertaining to AF and NGB operations; Microsoft Office.

The workload of this position asks the individual to devote a minimum of 160 hours per month in the performance of these duties. Task accomplishment during other than normal duty hours, to include evenings and weekends, will be performed as required. Support extended travel requirements for ANG events and conferences. Attends executive level meetings, discussions, and briefings with ANG Senior Leadership, as required. General management of NGB/CFSP staff. Provides leadership guidance and manages and deconflicts workload taskers and schedules for military, contractors and civilians assigned.

The mission of the Director of the Air National Guard (DANG) Executive Services Office is to provide first class ceremonial, logistical and conference planning services to the Director, Air National Guard (ANG), Deputy Director, ANG, Commander, ANG Readiness Center (ANGRC) and the Command Chief Master Sergeant, ANG. Typical functions include Senior Leader hosted conferences, officer and enlisted retirements and promotions, changes of command/authority, awards ceremonies, and official social functions. Also support visiting general officers, senior executive service civilians, and field units, as required.

Interface with General Officers, senior ranking civilians, senior field grade officers, and senior NCOs throughout the ANGRC, NGB Air Directorate, NGB, and HQ USAF on a daily basis. This position requires the individual to be a self-motivated, organized self-starter, an effective leader and manager, who is fully independent of direct/constant supervision. Responsible for the overall management of the office relating to Protocol, DV Coordination and Conference Planning to all events, ceremonies and conferences.

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.

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>

