Air National Guard CY2016
OFFICER Developmental Opportunities

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Section 1:
ADVERTISEMENT

ANNOUNCEMENT NUMBER	2016 – 998C2
OPEN PERIOD	29 Sep 15 – 15 Oct 15
AFSC REQUIREMENT:	ANY AFSC
RANK REQUIREMENT:	ANY OFFICER
POSITION INFORMATION:	VARIES
TOUR LENGTH	VARIES
DUTY LOCATION:	VARIES
WHO MAY APPLY:	Qualified ANG members only

SEND APPLICATIONS TO: usaf.jbanafw.ngb-hr.mbx.hr-workflow@mail.mil

POSITION DESCRIPTION

NGB is now accepting CY applications for a variety of Officer developmental opportunities to include, but not limited to, schools and short notice/hard to fill positions. **The Officer Development opportunities within this announcement replace all individual announcements by NGB/HRT with the exception of Intermediate and Senior Development Education (IDE/SDE).** Applicants will be screened for opportunities and positions based on anticipated long-term return to the Air National Guard. Adjutants General and Commanders play pivotal roles in the nomination process. Nominees should be Officers who clearly demonstrate the potential to serve in key positions in the ANG. Key positions would normally include, however, may not be limited to positions at Numbered Air Forces, Major Commands, Joint, SECAF, OSD, DoD, COCOM's, numerous Educational Opportunities and other experiences throughout the ANG enterprise.

Applicants ***MUST*** review the information in the Officer Development Opportunity portfolio located at www.ang.af.mil/careers/forcedevelopment and identify each item they are interested in being considered for. Applicants must complete the requirements stated in the application procedures below.

*****DO NOT USE ANY OTHER PROCEDURES*****

SECTION 2
REQUIREMENTS

1. All documents submitted must have the complete Social Security Number (SSN) redacted (blacked out) EXCEPT for the DEVELOPMENTAL REQUEST SHEET. You must consolidate all requirements into a single PDF, do NOT use the portfolio feature in Adobe. Submit in listed order (paragraph 2-13).

   - PDF Filename should be ## Last name, First Initial, Middle Initial (Example: 2016-998SmithJD)
   - Naming structure for **file name and file description** in AMRDEC should be 2016-998 – Last Name, First Initial, Middle initial, Rank – State Abbreviation (2016-998 – SmithJD, Maj – MI)
   - Email Application Package via https://safe.amrdec.army.mil/safe to
   - ***USAF.JBANAFW.NGB-HR.MBX.HR-WORKFLOW@MAIL.MIL***
   - See question 6 in FAQ for detailed instructions

2. Complete **Developmental Request Sheet** located in *Section 3*. **Ensure you extract this document from the announcement prior to completing and submit with other required documents.**

3. **Letter of Intent**: (limited to one page Times New Roman 12 font). Address the letter to "Officer Development Panel". In the letter address why you desire a developmental opportunity and how it would benefit the unit mission.

4. **Resume**: Combined Military and Civilian. Must include three references on a separate single page.

5. **TAG and Wing CC Endorsemen**t: A letter indicating the officer's career development path and specific plan for the officer to obtain or use additional experience. Include TAG Acknowledgement Template. (Template in Section 4)

6. **AF Fitness Management System (AFFMS) printout:** Include current fitness results and history. Member must be current/passing within fitness standards as established by AFI 36-2905.

7. **vMPF Record Review/Update**: Must be no more than 30 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MilPDS **will not** be accepted. It is incumbent upon each applicant to ensure their personnel information is correct in vMPF, as this is the only information that may be reviewed by a panel. Submit entire vMPF Record Review available via vMPF on the Air Force Portal.

   Log into AFPC Secure
   https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/MainMenu1.aspx
   Select vMPF (almost the last item on the list)
   Verify your information
   Select Record Review/Update
   View/Print all Pages

8. **Joint Officer History (JOH):** Submit printed summary from the Joint Qualification System (JQS) located at: https://pki.dmdc.osd.mil/apph/jqs/consent?continueToUrl=%2Fappj%2Fjqs%2Finit.do Applicants are encouraged to ensure that this document correctly indicates their joint experience and education.

9. **OPRs** - Last 5 to include most current. Exception: Promotion Eligible Lt Cols must submit all OPRs. Promotion eligible means that all requirements; Current Rank, Time in Grade, Time in Service, PME, etc. have been completed for advancement to the next higher grade. ANGI 36-2504 for officers.

10. **AF Form 422** (ADOS applicant only): Work through your local Military Treatment Facility to obtain the AF Form 422: With NO restrictions and validated within the last 60 days from the date your application is received. Form must indicate member does not have a deployment restriction (Code 31) or is undergoing an MEB (Code 37). "Working copy" will NOT be accepted. Upon final selection, you may need to provide an updated AF422 within 60 days prior to the tour start date.

11. **Sanctuary Waiver** (ADOS Request only): IF TAFMS is 16 years or greater; must submit a Statement of Understanding Waiver of AD Sanctuary. Located at https://gum-crm.csd.disa.mil/ci/fattach/get/2556240/1368200018/redirect/1/filename/4.%20New%20-%20NGB%20Delegation-Not%20Invoke%20Sanctuary%20Message%20Final.pdf

12. **Professional Officers**: Chaplain, ecclesiastical endorsement; Legal: License; Medical: License.

13. **NGB Form 830** (Stat Tour Request Only): Located via the NGB Publications at Forms Library at http://www.ngbpdc.ngb.army.mil/forms/ngbf830.htm

    NOTE: **Do not** include other endorsements, letters of recommendations, or other extraneous material. **Ensure you thoroughly review your application and submit all required documents.**

SECTION 3

DEVELOPMENTAL WORKSHEET

See form on next page

//FOUO//
(Information on this form is subject to the Privacy Act of 1974)

NATIONAL GUARD BUREAU
DEVELOPMENTAL OPPORTUNITY REQUEST SHEET

Rank

Last name

First Name, Middle Initial

Status

DOR, PAFSC

SSN

State

Primary phone # and email address

Alternate phone # and email address

Current Unit / Title

Requested status/opportunity:
(check all that apply)

- ☐ Stat Tour (est. 2-4yr term)*
- ☐ Deployments
- ☐ Short Tours/ADOS
- ☐ Special Projects
- ☐ Developmental Opportunity/PME
- ☐ National Guard Assistant Program (Prof. category only)

Window of availability:

- ☐ Jan - Mar
- ☐ Apr - Jun
- ☐ Jul - Sep
- ☐ Oct - Dec
- ☐ Other - specify below

*Note: Indicating interest in a Stat Tour does not preclude from having to apply for each individual MVA of interest per normal application procedures.

Specify availability if other:

Highest level of civilian education/highest level of military education (DL or Residence)

NGB position held/how long/highest rank held

Command positions held/how long/highest rank

Deployment (country)/Position/Duty Length/Rank

Top 3 awards

Developmental Opportunities interested in attending (check all that apply - see Force Development website for all course descriptions):

- ☐ International Junior Officer Leadership Development (IJOLD) Seminar (2Lt -Capt)
- ☐ Air Command and Staff College (ACSC) Online Masters Program (OLMP) (Capt)
- ☐ Air Command and Staff College (ACSC) and Air War College (AWC) Air Reserve Component Seminar (ARCS) (Maj-Lt Col)
- ☐ Advanced Joint Professional Military Education (AJPME) (Maj-Col)
- ☐ Reserve Component National Security Course (RCNSC) (Maj and above)
- ☐ Air Command and Staff College (ACSC) Online Masters Program (OLMP) for Lt Colonels (Lt Cols only)
- ☐ USAF Commander's Courses (Wing, Vice and Group Commanders only)
- ☐ Joint Combined Warfighter School (JCWS) (Maj-Col)

Professional Category

Joint Qualified

COE Expiration (if applicable)

Mandatory Separation Date (MSD)

Submit documentation below, in order, based on opportunities checked above:

- ☐ Request Sheet
- ☐ Letter of Intent
- ☐ Combined Military and Civilian Resume w/ separate Reference Sheet (3 Refs required)
- ☐ Wing CC and TAG Endorsement letters
- ☐ AFFMS II Fitness assessment with historical data
- ☐ vMPF RIP
- ☐ Joint Officer History (JOH)
- ☐ OPRs
- ☐ AF Form 422
- ☐ Sanctuary Waiver (if TAFMSD is greater than 16yrs)
- ☐ Medical Licenses (Prof category only)
- ☐ 1288 Ecclesiastic Endorsement (Prof category only)
- ☐ Lawyer Licenses (Prof category only)
- ☐ NGB 830 (for Stat tour requests only)

I certify, to the best of my knowledge and belief, all of the information provided on this application is accurate, complete, and made in good faith. I understand that fraudulent information is grounds for rejection and that any information provided may be investigated at any time and if falsified it may lead to punishment under the Uniformed Code of Military Justice (UCMJ).

Applicant signature:

Wing CC or equivalent signature:

TAG or equivalent signature:

Section 4:
TEMPLATE

TAG ACKNOWLEDMENT TEMPLATE
(For TAG/Director signature)

Not currently on Statutory Tour:

1. I acknowledge (applicants rank/ full name) decision to apply for Officer Development opportunities. If applicable, I agree to release this member if selected for an opportunity and understand they will remain affiliated with (*members state) while assigned to developmental opportunity.

2. This member is within Air Force Fitness Standards as outlined in AFI 36-2905. This Airman is not delinquent and has not misused their government travel card. This member is not currently pending any adverse actions.

Signature block: Field members must have State Adjutant General (TAG) or designated representative (i.e. ATAG, DoS)

Currently on Statutory Tour:

1. I acknowledge (applicants rank/ full name) decision to apply for Officer Development opportunities. If applicable, I agree to release this member if selected for said opportunity.

2. This member is within Air Force Fitness Standards as outlined in AFI 36-2905. This member is not delinquent and has not misused their government travel card. This member is not currently pending any adverse actions.

Signature block: Must be current Director.

SECTION 5
FREQUENTLY ASKED QUESTIONS (FAQs)

Q-1: I am a Regular Air Force or AF Reserve member, may I apply?
A. No

Q-2: May I find out who or how many others applied for these opportunities?
A. No. We do not release that information

Q-3: How do I pull my vMPF RIP?
A: Log into the AF Portal. Select "**virtual MPF**" under Career & Training tab (top center of home page). Click on "Record Review/Update" (lower left corner). Click on "**View/Print All Pages**".

Q-4: Am I eligible to apply if I have fitness exemptions*?
A: Yes, as long as you are not exempt from ALL components and you have a current passing fitness report. If exempt from ALL Components of testing you ARE NOT eligible to apply unless it is due only to pregnancy.

***NOTE**: If you have been exempt from one or more of the four components of the fitness test for a continuous 12-month period or have 4 component exemptions within a 24-month period you must be recommended by the unit commander to be reviewed by the DAWG (Deployment Action Working Group) to ensure an appropriate medical evaluation has been completed and decide if an MEB (Medical Evaluation Board) is needed IAW AFI 36-2905_AFGM5 dated 3 January 2013, Attach 1, #11, pg.5.

Q-5: Can I apply for these opportunities while I am deployed?
A: Yes.

Q-6: How do I use AMRDEC
A: Go to website: https://safe.amrdec.army.mil/safe
Instructions:
Select accordingly if you are accessing the website from a computer with CAC Access or not.
Enter and confirm your name is entered, then enter email address
Select Browse to attach your PDF File and once selected it will appear under File(s):
Once you see the file, click the Box next to Privacy Act Data
To the right, in the Box "Description of Files" enter the following:2016-998 (Last Name, First Initial, Middle Initial, Rank - State) i.e. 2016-998 – SmithJD, Maj – MI
Under Recipient Information enter the email address shown in announcement and select Add
Confirm the address has moved to the Recipients List Box next to where you entered it.
Under Email Setting, Select the following boxes:
- Encrypt email message when possible
- (Optional) Notify me when file(s) downloads are STARTED (system generated email)
- Notify me when file(s) downloads are COMPLETED (system generated email)
- Require CAC for Pick-up (all recipients will need to log in with a CAC to download file(s)

Select FOUO
Select Upload

Note: Recommend not performing any other actions while package is uploading, you will see a confirmation message when complete followed up by a system generated email confirmation. If you do not receive email confirmation then your attempt was unsuccessful.