



# AIR NATIONAL GUARD (ANG) ACTIVE DUTY FOR OPERATIONAL SUPPORT (ADOS) ANNOUNCEMENT

## IAW the ADOS Application Procedures

Please submit complete ADOS applications as 1 PDF to [NGB.HR.HR.ADOS.Org@us.af.mil](mailto:NGB.HR.HR.ADOS.Org@us.af.mil)

If unable to encrypt or the application is over 4MB, please forward via; DOD Safe <https://safe.apps.mil/>  
to the above address

**ANNOUNCEMENT NUMBER:** 20-141

**CLOSE OUT DATE:** Open until filled

**POSITION TITLE:** ADMINISTRATIVE SUPPORT NCO

**POSITION INFORMATION:** Length: Tour intent is FY20-FY21  
Pending Funding  
ADOS, Title 10 - 12301d

**RANK/GRADE REQUIREMENT:** SSgt - TSgt

**AFSC REQUIREMENT:** 3F071/3F571

**SECURITY CLEARANCE REQ:** SECRET

**LOCATION:** Joint Base Andrews, MD

**WHO MAY APPLY:** Qualified ANG members only

**POC Position:** CMSgt Justin C. Thomson, A4 Superintendent, 240-612-7889,  
[justin.c.thomson.mil@mail.mil](mailto:justin.c.thomson.mil@mail.mil)

### **Position Description (Duty Description):**

Position supports administrative, personnel, and other related requirements for the office of the Director of Logistics and Installations. 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 suspenses, 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.

Incumbent will assist with preparation of military personnel actions 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 prior to submission to NGB HR. Updates and maintains Directorate's Unit Manpower Personnel Roster, analyzes mismatches and provides A4 Directorate with accurate data points to make force management decisions. Provides reports on accountability of personnel and authorized funded positions from the Unit Manpower Personnel Roster. Routinely checks and manages personnel action of Directorate's vacancies. Manages in and out processing, monitors checklist and provides completion report/discrepancies. Must be knowledgeable in office manuals and applicable regulations.

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. Adheres to management control plan requirements by conducting self-inspection and staff assistance visits. Should have working knowledge of the full Microsoft Office suite, and various other programs to include, Ontime, CCPlus, and Microsoft Schedule. Performs as the primary or alternate Unit Fitness Program Monitor (UFPM) for the division. Performs other duties as assigned.

