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 usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

If unable to encrypt or the application is over 4MB, please forward via https://safe.amrdec.army.mil/safe/ to the above address

ANNOUNCEMENT NUMBER:	19-142
CLOSE OUT DATE:	Open Until Filled
POSITION TITLE:	**AF/A3 - Enlisted Liaison: Air Reserve Component Requirements**
POSITION INFORMATION:	Length: 30 Sep 2020 with continuation for subsequent FYs Tour length intent: 24 months (minimum) Pending Funding and Airman's continued eligibility. ADOS, Title 10 - 12301d
RANK/GRADE REQUIREMENT:	Technical Sergeant (TSgt) - Master Sergeant (MSgt)
AFSC REQUIREMENT:	**Desired: 2G0X1, 3D0X1, 3F3X1 / Consider: ANY AFSC**
SECURITY CLEARANCE REQ:	**Secret Clearance (minimum)** **(Member must have appropriate clearance for the position)**
LOCATION:	Pentagon, Washington, D.C.
WHO MAY APPLY:	Qualified ANG members only
POC Position:	Major David Brewer: 703-693-5145 / DSN: 223-5145

Position/Duty Description: HEADQUARTERS STAFF DEVELOPMENTAL POSITION: Residing in AF/A3OD, War Planning and Policy office of the Directorate of Operations, ARC Requirements Branch, a team specifically tasked by the CSAF. The ARC Requirements Branch mission is a one-stop shop for collecting, compiling, and answering critical Senior Air Force Leadership questions using data and analysis regarding ARC mission requirements.

AF-A3OD is a highly responsive branch comprised of a Total Force team of Active Component, Air National Guard, Air Force Reserve, and Government Civilians that maintains comprehensive data on Air Reserve Component (ARC) operational augmentation requirements. Our office manages the Air Reserve Component Operational Requirements Tracker (ARCORT) system, where MAJCOMs and other ARC Utilizing Organizations (AUOs) input their ARC requirements data.

Member Responsibilities: Manage the ARC operational requirements for MPA resources. Contributes and periodically updates the ARC Requirements Branch data management strategy involving data and information management strategies, processes, and policies. Collaborates with other data systems managers that manage portions of the ARC requirements cycle (e.g. the M4S man day management system). Develops planned and ad hoc data queries, shapes analytic tools, and formats tailored reports to meet decision support requirements of the AF/A3OD Branch Chief and Air Force leadership. Collaborates with Requirements Branch team members on all tasks for requirements data from the Joint Operations Planning Execution System (JOPES) or the Joint Capabilities Requirements Manager (JCRM) systems. Works closely with the Branch Chief to refine the data and information management strategy document for the ARC Requirements Branch IAW Air Force Policy Directive 10-3 and Air Force Instruction 10-301. Provides program and Senior AF Leadership support for other tasks as required. Additionally, coordinates and liaisons with NGB FAMs to capture Air National Guard priorities in order to balance ANG capabilities with Active Component requirements for MPA operational support.

Qualifications or Knowledge: Seeking a highly motivated, skilled SNCO with outstanding communication skills. Thorough knowledge of the functions and organizational structure of the USAF, MAJCOMs, and ANG is mandatory. Must have the knowledge and skill to configure and manage SharePoint sites and MS Excel spreadsheets. An understanding of relational database management tools like Microsoft Access and SQL Server is preferred. The applicant should have a basic knowledge of JOPES, JCRM, and Deliberate Crisis Action Planning and Execution Segment (DCAPES) procedures, applications, and Time-Phased Force Deployment Data (TPFDD). Be capable of learning programs such as the JOPES Editing Tool (JET) and the Rapid Query Tool (RQT). The applicant should have skills and knowledge to perform user/operator functions pertaining to DCAPES reference files, ULN management, unit notification and verification, data retrieval/query, requirements and resource analysis, and generating UTC standard reports. Experience at Wing, Numbered Air Force, Major Command, or Air Staff level is desirable. Knowledge of ARC augmentation requirements, resourcing, sourcing, and execution process is desirable. Candidate must have good writing and speaking skills. Must have a minimum of a Secret clearance. Must have a current Physical Fitness Assessment with a passing score.