



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

Please submit ADOS application to NGB-JS-ADOS: [ng.ncr.ngb-arng.mbx.ngb-js-ados@mail.mil](mailto:ng.ncr.ngb-arng.mbx.ngb-js-ados@mail.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:** 20-119

**CLOSE OUT DATE:** Open until filled

**POSITION TITLE:** Chief, Personnel and Manpower Integration

**POSITION INFORMATION:** Length: 1 year  
Tour intent is FY21  
Pending Funding and Airman's continued eligibility.  
ADOS, Title 10 - 12301d

**RANK/GRADE REQUIREMENT:** SMSgt-CMSgt

**AFSC REQUIREMENT:** 3F0 or 3F3

**SECURITY CLEARANCE REQ:** Secret  
(Member must have appropriate clearance for the position)

**LOCATION:** Joint Base Andrews, Maryland

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

**POC Position:** Director, Personnel & Logistics

**Name:** Col Kathy Linton

**Contact Info:** 301-332-3840

**Email:** [katherine.h.linton.mil@mail.mil](mailto:katherine.h.linton.mil@mail.mil)

**Position Description (Duty Description):**

Chief, Personnel and Manpower Integration is the subject matter expert and advises NGB- Space Operations, Director of Personnel and Logistics (NGB-SO S1/4) on Personnel and Manpower policies and procedures. Coordinates closely with NGB/A1 Staff and United States Space Force on all Personnel and Manpower policies and procedures for all National

Guard space core and common AFSC personnel and National Guard space units. Incumbent must possess extensive knowledge in personnel and manpower programs and directives that relate to the execution of the responsibilities of the position. Must have mastered personnel and manpower programs and policies and have the ability to interpret, analyze, and develop current and new policies. Incumbent should have the ability to understand the strategic vision of NGB- Space Operations and NGB-SO/S1 to ensure the directorate is working within the NGB strategic plan and vision. Exceptional knowledge of personnel policies relating to accessions, assignments, readiness, mobilization/demobilization, promotions/demotions and retirement/separations is required.

Responsible to brief, train, provide guidance, and interpret current policies for assigned military personnel action programs to a wide variety of individuals, managers, and key officials--from base level to OSD. Prepares background and information papers for publication, slide presentations and conference handouts for senior staff officers and NGB conferences/workshops. Ensures NG Space units are allocated manpower to accomplish their missions by determining, in coordination with NGB Space Operations Staff, manpower requirements for allocation to the states and territories with current and future space missions. Incumbent applies extensive knowledge to past and current manpower and organization philosophy, basic personnel procedures, management principles, and existing manpower policies to provide Director, NGB-SO S1/4 sufficient information for decisions on NG Space Unit manpower requirements. Reviews programming documents to determine mission conversion requirements and develops statements of manpower requirements to support conversions. Performs special studies and projects related to National Guard Space manpower requirements; projects often involve classified information, and results of these projects routinely play a significant role in long range planning for the National Guard. Develops and implements policies and procedures to affect a manpower management program. Evaluates requests for manpower adjustments and/or additional requirements submitted by State Adjutants General, Staff Offices, and other governmental offices. Justifies NGB Space unit manpower requirements by preparing accurate, analytical, grammatically correct and persuasive replies to manpower requests. Coordinates manpower requirements with USSF Field Commands, NGB- Space Operations Staff, and state activities to ensure that manpower authorizations are accurate, consistent with current policies, and processed to the manpower data file in time to fulfill unit needs.

Serves as senior enlisted advisor representing all enlisted personnel in NGB- Space Operations S1. Provides advice to enlisted members and their supervisors, counsels enlisted personnel, and acts as liaison for enlisted members with the S1 Director when required. Advises and assists enlisted members regarding enlisted development programs. Provides update to Director regarding enlisted matters and leads the enlisted personnel in directorate, promoting positive morale and camaraderie.

Demonstrate leadership skills and ability to oversee multifaceted projects and analyze other work. Ability to speak distinctly and effectively via telephone or group surroundings - patiently and courteously. Skilled in resolving complex situations. Incumbent must possess excellent management and leadership skills. Must be proficient working in Military Personnel Data System (MilPDS), Manpower Programming and Execution (MPES), Air Force Recruiting Integrated Support System (AFRISS-TF), ANG Reserve Order Writing System (AROWS), Microsoft Office Suite, and other IT systems as required.

**ADOS Application Procedures form:** Located at: <http://www.ang.af.mil/Careers/Active-Duty-for-Operational-Support/>

Upper left corner: **APPLICATION REQUIREMENTS**

**Resume:** (SF171 not accepted)

**Physical Fitness Assessment:** Current Physical Fitness Test (all pages) within past 12 months.

**AF Form 422 - Notice of AF Members Qualification Status:** 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.

**vMPF RIP:** Must include all pages.

Log in to AFPC Secure: <https://w20.afpc.randolph.af.mil/AFPCSecureNet20/PKI/MainMenu1.aspx>

**PCARS RIP:** Point Credit Accounting and Reporting Systems From vMPF or MilPDS

**Sanctuary Waiver:** IF TAFMS is 16 years or greater; must submit a Statement of Understanding Waiver of AD Sanctuary. [https://static.e-publishing.af.mil/production/1/af\\_a1/publication/afi36-2131/afi36-2131.pdf](https://static.e-publishing.af.mil/production/1/af_a1/publication/afi36-2131/afi36-2131.pdf)  
**Chapter 5: Attachment 4.**

**1095 Day Analysis:** Letter with analysis of how many days performed during the last 1,460 days.

**TAG (or designated rep ATAG/CoS ) and Wing CC Acknowledgment required.**

**Officers:** Last 3 OPRs (no EPR for enlisted) IAW MPFM 07-45 dated 11 Jul 07, para 17b "OPRs on AFRC and ANG Officers are due to the CSS no later than 30 days after close-out and to HQ ARPC no later than 60 days after close-out."

---

### Common Questions

**Q: If selected how does the state cut my orders over the FY?**

A: FM POC: If the intent of the order is for the member to be on an order for over 180 days – TDY with PCS entitlements - then the order should be cut for the entire period and place the statement below on the order. "Authorizations to cite the next fiscal year does not constitute authorizations to obligate funds until approved by Congress"

If no days are available after 30 Sep of that year then the order can be cut back and the member would still be entitled to be PCS'd back to the HOR.

**Q: Is it Mandatory for ADOS Airman to attend ANGRC in-processing?**

A: HR POC. Yes. As of 1 Feb 2016.

**Q: Do Guard members assigned on a permanent or temporary basis to support the National Guard Bureau have to be in Title 10 Status?**

A: Varies: See CNGBI 301 01 20120423 para 4. However, for this ADOS tour, the Airman will be in Title 10 Status. <http://www.ngbpc.ngb.army.mil/pubs/CNGBI/CNGBI.htm>

**Q: Can I be promoted while on an ADOS tour?**

A. POC A1. Yes. Airman are TDY to these locations and still assigned to the state. Any promotion action would be processed through the STATE.

**Q: Do I receive an Evaluation for the ADOS tour?**

A: POC A1. No. Airman are still assigned to the state during this TDY / with PCS Entitlements and may receive an Optional LOE. The State is still responsible for any Evaluations that close out during this timeframe.

**Q: Is this a PCS?**

A: POC: FM –A tour over 180 days receives "PCS entitlements". This includes movement of household goods and DEERS associated Family members. Airman and Family must meet all medical qualifications if the location requires.

**Q: Is there an API code associated with the tour?**

A: POC A1: No. Airman are still assigned to their State. There is not a Unit Manning Document Position assigned to ADOS tours.

**Q: Is Tuition Assistance available while on an ADOS tour:**

A: POC A1 / 11 FSS Varies: May be available while on Title 10 Orders dependent upon funding and length of tour.

**Q: Do I out process my Base?**

A: Airman must utilize the unit and base out processing for a TDY. Remember Airman remain assigned to the State during these tours.

**\*\*THE HIRING DIRECTORATE, NGB/CF, ANGR/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.**

