



# 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:** 20-156

**CLOSE OUT DATE:** Open until Filled

**POSITION TITLE:** Executive Assistant

**POSITION INFORMATION:** Length: 1 year  
Tour intent through FY 21  
Pending Funding and Airman's continue eligibility.  
ADOS, Title 10 - 12301d

**RANK/GRADE REQUIREMENT:** Capt

**AFSC REQUIREMENT:** Immaterial

**SECURITY CLEARANCE REQ:** Secret

**LOCATION:** Arlington, VA

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

**POC Position:**

Name: CW2 Darrel Beal

Contact Info: 703-607-5098

Email: [ng.ncr.arng.list.nggb-J3-CD-Administration@mail.mil](mailto:ng.ncr.arng.list.nggb-J3-CD-Administration@mail.mil)

**Position Description (Duty Description):**

Serves as the Executive Officer to the National Guard Bureau Counterdrug Division Chief (NGB-J32). Focal point and quality control for all external items to and for the NGB-J32 and internal items to division leadership (request for orders, awards, farewell letters, instructions, manuals, etc.); ensures tasks, workshops, meetings, management controls, and special events are coordinated and executed with the appropriate division branches.

DTS reviewer/approver for the NGB-J32 leadership. Manages processes and activities to support the division communications, including correspondence preparation, distribution, suspense tracking, workflow management, electronic mail management, content management and other related duties. Performs various administrative functions in support of NGB-J32 including calendar management, and meeting support. Ensures communications comply with standards for style and format. Manages publications and forms policies and processes. Ensures NGB-J32 publications and forms are formatted, coordinated and made available. Must possess proven analytical, written, and oral presentation skills.

**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.ngbpdc.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, ANGRC/CC & NGB/HR RESERVE THE RIGHT TO REMOVE THIS ADVERTISEMENT AT ANYTIME.**