



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: 19-138

CLOSE OUT DATE: Open Until Filled

POSITION TITLE: Office of Complex Investigations - Legal Advisor

POSITION INFORMATION: Length: 30 Sep 20
Tour intent is FY20
Pending Funding and Airman's continued eligibility.
ADOS, Title 10 - 12301d

RANK/GRADE REQUIREMENT: Lt Col

AFSC REQUIREMENT: 51J4

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

LOCATION: Joint Base Andrews, MD

WHO MAY APPLY: Qualified ANG members only

POC Position: CW3 Sandra Garrett

Position Description (Duty Description):

DUTIES AND RESPONSIBILITIES:

The Legal Advisor for NGB's Office of Complex Administrative Investigations (OCI) will provide advice and counsel to the OCI Division Chief and NGB Chief Counsel in order to support teams of specially trained investigators conducting administrative investigations of unrestricted reports of sexual assault for the 54 States and Territories.

The Legal Advisor will perform legal reviews of all OCI Reports of Investigation, determining legal sufficiency using a preponderance of the evidence standard. The Legal Advisor will assist the OCI Division Chief and NGB Chief Counsel in formulating policy governing sexual assault investigations, and will assist in drafting related regulations and procedural guidance. As needed, the Legal Advisor will conduct training for investigators regarding report writing and legal sufficiency.

In addition, the Legal Advisor will provide legal advice to the OCI Division Chief regarding information and privacy, and records management. The Legal Advisor will review Freedom of Information Act and Privacy Act requests, and will approve proposed releases, redactions and other agency responses, including correspondence from the NGB Initial Denial Authority.

The Legal Advisor may perform duties in areas of administrative law under the supervision of the Administrative Law Division Chief, NGB on an as-needed basis.

Successful candidates are required to PCS to the National Capital Region (relocation expenses are approved). This assignment is performed in a joint environment but does not qualify for joint credit. Strong analytical and writing skills are a must. Candidates will be evaluated based on relevant experience, analytical skills, a writing sample, and a telephonic or in-person interview.