AIR NATIONAL GUARD (ANG)
MILITARY VACANCY ANNOUNCEMENT

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

THANK YOU FOR YOUR INTEREST IN THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY AND ENSURE YOU ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

****WE HIGHLY RECOMMEND YOU SUBMIT YOUR PACKAGE AS EARLY AS POSSIBLE. DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT***** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED BELOW.

DUE TO THE HIGH VOLUME OF APPLICATIONS, PACKAGES RECEIVED WITHIN FOUR DUTY-DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/DISQUALIFICATION ONLY. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. INCOMPLETE APPLICATIONS SUBMITTED WITHIN FOUR DUTY-DAYS OF CLOSEOUT DATE WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATION REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

**You MUST submit ALL required documents IAW the Application Procedures/FAQs located on the website. These procedures/FAQs change and you MUST follow the MOST CURRENT PROCEDURES**

| ANNOUNCEMENT NUMBER: | MVA 2017-309-310 |
| OPEN PERIOD: | 27 Sep 2017 thru 2359 EST, 26 Oct 2017 |
| HIRING DIRECTORATE: | NGB/A1 |
| POSITION TITLE: | Retention Operations NCO |
| AFSC REQUIREMENT: | 8RX00 (PAFSC, 2AFSC, 3AFSC, 4AFSC) |
| RANK/GRADE REQUIREMENT: | TSgt/E6-MSgt/E7 |
| POSITION INFORMATION: | Full Time, Title 10, Statutory Tour |
| TOUR LENGTH: | 2-4 Years |
| AGENCY: | National Guard Bureau (NGB) |
| DUTY LOCATION: | Joint Base Andrews, MD |
| WHO MAY APPLY: | Qualified ANG members only |
1. **Requirements**

**Second Reminder-You MUST submit ALL required documents IAW the Application Procedures/FAQs located on the website. These procedures/FAQs change and you MUST follow the MOST CURRENT PROCEDURES. All applicants are strongly encouraged to thoroughly review all application procedures and FAQs prior to contacting NGB/HR and especially prior to submitting your application**

Must hold rank/grade, AFSC requirement, and be current/passing within fitness standards as established by AFI 36-2905, by and through announcement closeout date. All information must be accurately indicated on the vMPF RIP at the time of application.

Must have a Secret security clearance

Incumbent will be awarded SDI 8R200. If applicant does not already hold an 8R200, prior qualification in SDI 8R000 with a minimum of 36 months of experience is required.

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2. **Position Description**

- Manages and analyzes the administration of retention programs, to include retention office automation. Plans, develops, and implements procedures for processing Officer, Health Professions and Enlisted Cash Bonus, Student Loan Repayment and Montgomery GI Bill programs, to include field management instructions. Plans, develops and implements procedures for internal officer recruiting, ANG to ANG transfers and Unit Programs. Analyzes and maintains statistical data to monitor the effectiveness of state and unit retention efforts. Evaluates retention data, reports, and studies as a basis for recommending corrective action. Maintains ANG unique forms associated with retention programs, to include the Career Motivation Interview Program Forms and Incentive and Montgomery GI Bill Kicker Program contracts. Evaluates effectiveness of ROMPS and maintains its currency by acting as liaison between users and NGB/A6. Provides guidelines for program users, training manuals, and a user’s guide.

- Assists in managing ANG Incentive Program, and MGIB Program budgets. Provides retention office managers with information and operational requirements affecting retention programs for both Enlisted and Officer Programs. Researches and compiles data necessary for the budgeting and justification of congressional funding to support the national ANG Incentive Program. Researches and prepares plans for the effective utilization of funds. Monitors the use of allocated funds for the Incentive Program. Process incentive funds requests. Performs record corrections to ANG member’s MGIB records in the Defense Manpower Data Center Education Benefits (DEB) system, and the ANG member’s incentive and MGIB records in the Military Personnel Data System (MilPDS) system. Verifies unit bonus status reports, processes incentive and MGIB termination requests and associated recoupment actions. Responds to telephone and written inquiries regarding retention related matters. Participates in staff assistance visits (SAVs) to field units. Participates in ANG Conventions and Air Shows as required. Assists in the administration of other retention programs as required. Performs other duties as assigned. Should maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
3. Application Reminders

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in AFI 36-2502.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW AFI 36-2502. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), evaluations, etc. could result in disapproval.

It is your responsibility to ensure your vMPF RIP is accurate/in order prior to application submittal. This includes but not limited to, verifying duty history, AFSC, service dates and ensuring overdue TDY codes are cleared.

4. About Statutory Tours

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their state/territory while serving on Statutory Tour.

All field members to include AGR, Technicians, Drill Status Guardsmen, ANG members assigned to NGB as a State Candidate, and ANG members assigned to NGB utilizing a state resource, must obtain and submit State TAG approval with application. Members currently assigned to the Statutory Tour program (excludes State Candidates and members assigned to NGB utilizing a state resource) must obtain current director’s approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward reduced eligibility age for reserve retirement pay.

**Further information regarding the Statutory Tour Program can be found in ANGI 36-6.**

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within four duty-days of receipt. You may email usaf.jbanafw.ngb-hr.mbx.hr-apply@mail.mil or call 240-612-8884 to check the status of your application. Please do not call/email for a status update within the four duty-day period.

**IMPORTANT NOTE:**
Based on the volume of applicants, packages received within four duty-days of the closeout date listed on the announcement will be reviewed for qualification/disqualification only. Any
incomplete/missing requirements/documentation will result in disqualification. Submittal of any missing documents/requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to our FAQs and application procedures. If your question is still not answered, contact our office for clarification. Review your application and requirements thoroughly before submitting to preclude disqualification.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

http://www.ang.af.mil/Careers/ANG-Title-10-Stat-Tour