



# AIR NATIONAL GUARD (ANG) MILITARY VACANCY ANNOUNCEMENT

THE HIRING DIRECTORATE, NGB/CF, ANGR/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.

\*SELECTEE(S) SHOULD EXPECT TO BE GAINED ONTO STATUTORY TOUR WITHIN 120 DAYS OF ACCEPTANCE.

\*\*\*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 2020-195R1C1

**OPEN PERIOD:** 30 September 2020 thru 2359 EST, 30 October 2020

**HIRING DIRECTORATE:** 1AF

**POSITION TITLE:** MANAGER, FORCE MANAGEMENT BRANCH

**AFSC REQUIREMENT:** ANY AFSC (PAFSC, 2AFSC, 3AFSC, 4AFSC)

**RANK/GRADE REQUIREMENT:** SSgt/E5-MSgt/E7

**POSITION INFORMATION:** Full Time, Title 10, Statutory Tour

**TOUR LENGTH:** 2-4 Years

**AGENCY:** First Air Force

**DUTY LOCATION:** Tyndall AFB, FL

**WHO MAY APPLY:** Must be a current ANG, REGAF, or AFRC member and be eligible for ANG Membership

## 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

### **RETRAINING REQUIREMENTS:**

(If **3FX01** is not reflected on VMPF RIP, applicant must submit the following items)

- Statement of Willingness to Cross Train signed by applicant  
Verbiage required: "meets prerequisites outlined in applicable United States Air Force (USAF) and Air National Guard (ANG) directives for award of AFSC: 3FX01 and is willing to cross train into Career Field. This includes but not limited to completing all required courses and medical requirements upon selection within 12 months of assignment based on award of AFSC awarding course."
- Official AF Form 422- must be less than 12 months old with the following:
  - o PULHES score must be: 3, 3, 3, 2, 3, 3
  - o Ability to Lift must be: G (40 lbs) -Must be indicated in the Strength Aptitude Test (SAT) column of the AF Form 422 (last column after the PULHES scores).
- VMPF RIP Must Reflect the following:
  - o ASVAB Requirement: A:41

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## 2. Position Description

-Reviews, processes, and manages all aspects of enlisted and officer evaluations, to include briefing the unit and evaluation monitors on any upcoming changes to policy and processes. Performs military personnel and administrative functions. Prepares and processes administrative actions relating to unit programs such as military sponsor, unit fitness program, squadron information, and officer/enlisted military education. Performs Health Monitor duties. Manages unit Leave and Duty Status Programs: maintains suspense system for personnel actions and correspondence. Perform Unit Control Center Duties to include strength accountability. Prepares and manages unfavorable information files. Updates computerized personnel data. Conducts in-processing and out-processing. Schedules individuals to accomplish personnel actions such as in-processing and out-processing unit for separation, retirement or reassignment. Prepares and processes correspondence, forms and PDS transactions. Advises members on official and personal obligations regarding relocation, training and promotion. Manages Awards & Decorations and Special Awards & Trophies programs. Reviews and

processes citations and other documents required to support service awards and decorations. Maintains files of correspondence, directives, instructions and other publications. Ability to execute readiness programs and assist A1R during high OPTEMPO operational events in support of Homeland Defense. Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions.

-Advises officers and airmen on military personnel programs and issues. Briefs provisions of personnel programs such as assignments, promotions, readiness, separations, retirements, retention, classification, training/retraining and career progression. Serves as 1AF liaison for the Development and Retention Management (DRM) program and Military Vacancy Announcements (MVA) to ensure timely DRM process and vacancy fills. Assists with the management Officer and Enlisted Promotions, as well as RegAF Officer Assignments (Talent Marketplace). Enters information into PDS records. Prepares and maintains personnel records and personnel action requests. Prepares and processes documentation for administration of quality control programs. Reviews personnel records and interviews individuals to ensure accuracy of information. Compares basic records with source documents, transaction registers and management products. Supervises and mentors airmen.

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### **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.

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### **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](mailto: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>