



# 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\*\***

<b><u>ANNOUNCEMENT NUMBER:</u></b>	MVA 2020-242
<b><u>OPEN PERIOD:</u></b>	18 September 2020 thru 2359 EST, 19 October 2020
<b><u>HIRING DIRECTORATE:</u></b>	1AF
<b><u>POSITION TITLE:</u></b>	Superintendent of Protocol
<b><u>AFSC REQUIREMENT:</u></b>	Any AFSC (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<b><u>RANK/GRADE REQUIREMENT:</u></b>	MSgt/E7-SMSgt/E8
<b><u>POSITION INFORMATION:</u></b>	Full Time, Title 10, Statutory Tour
<b><u>TOUR LENGTH:</u></b>	2-4 Years
<b><u>AGENCY:</u></b>	First Air Force
<b><u>DUTY LOCATION:</u></b>	Tyndall AFB, FL
<b><u>WHO MAY APPLY:</u></b>	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

### **RETRAINING REQUIREMENTS:**

(If **8A300** 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 **SDI 8A300** 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."

Member will attend MFSS200, Protocol Fundamentals, once they have been selected for the enlisted protocol position. For award and retention of this SDI, must maintain local network access IAWAFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*."

Director/Commander Letter of Recommendation

"No recorded evidence of emotional instability, personality disorder, Post Traumatic Stress Disorder, or other unresolved mental health problems. No record of substance abuse, financial irresponsibility, domestic violence, or child abuse. Never been convicted by a civilian court of Category 1, 2, or 3 offenses, nor exceeded the acceptable number of category 4 offenses. Category 3 and 4 traffic offenses alone are not disqualifying. **NOTE:** Categories of offenses are described as listed in AFI 36-2002, *Regular Air Force and Special Category Accession*, Uniform Guide List of Typical Offenses. For retention of this SDI, no record of disciplinary action (LOR or Article 15) or referral EPR after award of SDI.

- VMPF RIP Must Reflect the following:

- Evaluations (EPR) Requirement: Minimum overall rating of "Exceeded some, but not all Expectations" and/or an overall 5 rating on last 3 EPRs.

Applicants must have two consecutive passing PT scores with in the last 12 months on the AFPT.

## **2. Position Description**

-The primary responsibilities of the protocol office are to plan, organize, and execute ceremonies, events, visits and official functions for the Commander, First Air Force (AFNORTH). Directly supports the commander and vice commander in handling all aspects of visits, conferences, tours, and social functions initiated within the command, and those tasked by higher headquarters. Organize, oversee, coordinate and establish itineraries for Foreign Armed Forces visits, US Armed Forces distinguished visitors, Congressional and other visits by dignitaries. Advises and assists the staff with unit promotion and retirement ceremonies, manages commander's recognition programs and special ceremonies (awards banquets, ribbon cuttings, ground breakings, medal presentations, individual recognition, etc.), including scheduling events, coordinating base support (325th Wing Protocol, communications, services, communications, transportation, lodging, etc.), creating seating charts, gathering biographies and guest information, preparing agendas, and setting up at event locations. Responsible for making all lodging arrangements, transportation arrangements and base marquee displays for visiting Distinguished Visitors, through coordination with the host wing agencies. Advises the commander and staff on military customs, courtesies, USAF organizations, missions, history, and policies.

-Member should be able to respond to a multitude of requests, schedule and itinerary changes, and is very often the first point of contact, and therefore the first impression/face of the organization. Member should be capable of working independently, be a self-starter, a trouble-shooter, a problem solver and extremely flexible to change. Personnel work in a high-ops tempo, high-stress, and high-visibility environment. Very often there are multiple visits/events occurring simultaneously, which require impeccable time management and constant situational awareness. Must be adaptable to unique situations and adjust easily to last-minute changes to taskings, while maintaining a good attitude and working relationships with co-workers, superiors and subordinates. Other duties include the management and disbursement of Official Representation Funds and Special Morale and Welfare Funds for the commander. The workload of this position requires the individual to devote a minimum of 40 hours per weeks in the performance of these duties. Task accomplishment during other than normal duty hours, to include evenings and weekends, will be performed as required. Knowledge of AF Information Management policies and procedures, and various computer software packages, including Microsoft Office Suite. Knowledge is mandatory of; management principles, customer service; automated information systems. Demonstrated ability to organize complex projects attested to in performance reports and commander recommendations. Ability to speak clearly and distinctly. Possesses the exemplary military appearance and the highest standards of conduct

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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.

## **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>