



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****

<u>ANNOUNCEMENT NUMBER:</u>	MVA 2020-128R1
<u>OPEN PERIOD:</u>	15 Oct 2020 thru 2359 EST, 16 Nov 2020
<u>HIRING DIRECTORATE:</u>	NGB/CF
<u>POSITION TITLE:</u>	Enlisted Aide, Director, Air National Guard
<u>AFSC REQUIREMENT:</u>	Any AFSC (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	TSgt/E6 (P)-MSgt/E7
<u>POSITION INFORMATION:</u>	Full Time, Title 10, Statutory Tour
<u>TOUR LENGTH:</u>	2-4 Years
<u>AGENCY:</u>	National Guard Bureau (NGB)
<u>DUTY LOCATION:</u>	Pentagon, DC
<u>WHO MAY APPLY:</u>	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 8A200 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 8A200 and is willing to cross train into Career Field. This includes but not limited to completing all required courses and medical requirements upon selection.”
- Prior qualification in any AFSC at the 5-skill level or higher (3-skill level if no 5-skill level) is mandatory.

2. Position Description

-Duties relate to the support of military and official responsibilities of the Director, Air National Guard (DANG) and include assisting him in discharging official Department of Defense (DoD) social responsibilities in his assigned position. Assists in planning, preparing, arranging, and conducting official social functions and activities, such as receptions, parties, and dinners. Plans menus, purchases, prepares and serves food and beverages, and makes necessary contractual or outside arrangements relating to the general's official social responsibilities. Performs or assists in day-to-day purchasing preparing, and serving food and beverages in the general's assigned quarters. Assists with the care, cleanliness, and maintenance of the general's uniforms and military personnel equipment. Keeps all uniform combinations and military personal equipment current and ready for wear at all times. Performs as point of contact in the general's quarters. Receives and maintains records of telephone calls, makes appointments, and receives guest and visitors. Assist in preparing financial reports associated with quarter's maintenance and repair. Performs tasks as necessary to aid the general officer in performing his or her military and official responsibilities; including performing errands for the officer, providing security for the quarters, and providing administrative assistance. Completion of courses in culinary arts is desirable and protocol experience is desirable.

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>

