



# 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 2020-210R1
<b><u>OPEN PERIOD:</u></b>	13 Oct 2020 thru 2359 EST, 15 Nov 2020
<b><u>HIRING DIRECTORATE:</u></b>	NGB
<b><u>POSITION TITLE:</u></b>	Administrative Support NCO
<b><u>AFSC REQUIREMENT:</u></b>	3F571, 3F071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<b><u>RANK/GRADE REQUIREMENT:</u></b>	TSgt/E6-MSgt/E7
<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>	National Guard Bureau (NGB)
<b><u>DUTY LOCATION:</u></b>	Arlington, VA
<b><u>WHO MAY APPLY:</u></b>	<b>ANG ONLY</b>

## 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

---

## 2. Position Description

-The position serves as the NGB J1 Technician and Civilian Personnel Policy Division (NGB-J1-TCP) office administrative assistant for assigned staff and Division Chief. Executes office functions and supports the TCP Division. Position requires a military member with an in-depth understanding of Army and Air National Guard military technician plans and policies. Member has excellent listening and communication skills, integrity, conflict management skills, be approachable, trustworthy, and possess excellent organizational skills. Should possess strong written and oral communication skills. Should possess the ability to communicate at all levels of military command effectively.

-Computer skills in PowerPoint, Excel, Word, TMT, GKO SharePoint, Visio, InfoPath, and Outlook is highly desired. Specific duties include setting, carrying out, and ensuring that policies, procedures, and standards concerning publications, correspondence and effective writing; abbreviations; publication libraries, information analysis, and forms meet prescribed style. Manages all incoming and outgoing correspondence for the Division to ensure proper information management and compliance with indicated suspenses. Manages the staffing of all correspondence requiring coordination with other outside DOD or civilian agencies. Manages the property book, awards, evaluations, technical assistance, administrative analysis, and all other operations in support of the Division. Manages the overall administrative integration of the office environment in support of J1-TCP. Provides oversight and quality control over routine personnel actions. Plans, organizes, coordinates, directs, and controls the day-to-day administrative functions, supporting over 35 military and civilian personnel.

-Responsible for oversight of physical and personnel security for the Division. Coordinates with division sponsor for all in processing and coordinates out processing of all members within the Division. Manages TMT within the Division; follow established internal procedures for receiving, suspending, and redistributing incoming communications and ensure outgoing communications comply with organizational style and format. Performs information management functions. Conducts analyses to determine proper flow and life-cycle management of information, regardless of medium.

-Operates information systems to create, collect, process, disseminate, use, store, protect, and dispose of information. Develops, provides, and educates users on workflow capabilities and tools to comply with structured electronic processes and flexibility to create/develop ad hoc courses of actions. Manage timeliness, accuracy, and maintenance of published content. Approves and publishes content through automated publishing tools. Provide guidance and assistance on common, standard electronic communications applications.

---

### **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>

