



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 2020-251
<u>OPEN PERIOD:</u>	24 Sep 2020 thru 2359 EST, 25 Oct 2020
<u>HIRING DIRECTORATE:</u>	NGB/A4
<u>POSITION TITLE:</u>	Administrative Support NCO
<u>AFSC REQUIREMENT:</u>	3F05/71, 3F55/71 (PAFSC, 2AFSC, 3AFSC, 4AFSC)
<u>RANK/GRADE REQUIREMENT:</u>	SSgt/E5-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>	Joint Base Andrews, MD
<u>WHO MAY APPLY:</u>	ANG 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

2. Position Description

Position supports administrative, personnel, and other related requirements for the office of the Director of Logistics and Installations. Exercises full responsibility for the overall management of all functions relating to administrative matters and daily office operations. Provides general administrative and technical support along with serving as the subject matter expert on office administrative procedures, office support and equipment operations, and regulatory issues in relation to preparations of staffing actions. Records appointments on The Director and Deputy Director A4 calendars and ensures they stay on schedule, maintains files, prepares temporary duty (TDY) orders, processes, controls, and delivers official communications, monitors suspenses, prepares messages via the Automated Message Handling System (AMHS), and tracks Tasks using the Task Management Tool (TMT), maintaining the Directorate Publications Library and conducts mail distribution.

Incumbent will assist with preparation of military personnel actions including appointments, enlistments, separations, promotions, duty assignments, transfers, officer and enlisted evaluations, Line of Duty (LOD) actions, retirements, payroll actions, leave non-judicial actions, and selective retentions prior to submission to NGB HR. Updates and maintains Directorate's Unit Manpower Personnel Roster, analyzes mismatches and provides A4 Directorate with accurate data points to make force management decisions. Provides reports on accountability of personnel and authorized funded positions from the Unit Manpower Personnel Roster. Routinely checks and manages personnel action of Directorate's vacancies. Manages in and out processing, monitors checklist and provides completion report/discrepancies. Must be knowledgeable in office manuals and applicable regulations.

Incumbent will serve as the key point of contact for and interface with NGB/CX, HQ USAF, all Major Commands (MAJCOMs), State headquarters, outside agencies, and other branches of service. Adheres to management control plan requirements by conducting self-inspection and staff assistance visits. Should have working knowledge of the full Microsoft Office suite, and various other programs to include, Ontime, CCPlus, and Microsoft Schedule.

Performs as the primary or alternate Unit Fitness Program Monitor (UFPM) for the division.

Performs other duties as assigned.

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>

