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**Air National Guard (ANG) Military Vacancy Announcement (MVA)**  
*(Must be a current ANG member only)*

**2012-243**

**PRIME BEEF FUNCTIONAL AREA MANAGER**

**PROMOTABLE MSGT-SMSGT**

*\*(Must meet this rank requirement at closeout date)*

**Closeout Date: 17 SEP 2012 Close of Business (COB)**

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\*\*To view the most current application procedures/requirements, refer to the ANG Careers webpage at <http://www.ang.af.mil/careers/mva/procedures.asp>. Note: Email constraints limit the size of an application to 4 MB. If you do not receive an email confirmation within 24 hours of submitting a package please contact us immediately.

Headquarters ANG Title 10 2-4 years Statutory Tour at **NGB/A7 (Joint Base Andrews, MD)**. Must be Air Force Specialty Code (AFSC) **3EX7/9X**. Duties and Responsibilities: As FAM, incumbent develops functional area specific portions of the Designed Operational Capability (DOC) statements, Mission Capability Statements (MISCAP), Manpower Forces (MANFOR) data, Logistic Forces (LOGFOR) data, and other inputs the USAF Manpower and Equipment Force Packaging System for Prime BEEF Unit Type Codes (UTCs). Manages automated data processing systems. Develops, interprets and implements Air National Guard Civil Engineer policy and provides input to NGB/A7 on the standards and criteria for operations, training, and equipment for ANG Civil Engineer Prime BEEF. Provides corporate perspective to ANG Prime BEEF personnel. Coordinates and validates the Vehicle Account Listing (VAL) and the Munitions Account Listing with NGB/A7XX, NGB/A4RD and all subordinate ANG Prime BEEF units. Prepares and submits applicable data for the Program Objective Memorandum (POM). Ensures Allowance Standards reflect ANG Prime BEEF requirements. Provide oversight for unit authorizations in conjunction with NGB/A4R, host unit Equipment Management Element (EME), and units. Participates in Allowance Standard reviews in conjunction with NGB/A7XX for equipment assets allocation, determining requirements while maintaining cost control, and maintaining budget management. AUTOMATED CIVIL ENGINEERING SYSTEM (ACES) EO MODULE: Coordinate with SSG and AFCESA on procedures for the PR module of ACES. Provide input to programmers on ANG unique requirements. Provide guidance to the field on the proper implementation and use of ACES-PR. Conduct formal and informal feedback sessions via email, phone calls, etc., on the ease of use for Tiger Team reviews. Validate all civil engineer unit munitions annual forecasts. Additionally, this position will review and correct munitions allocations through the validation process. Continually review and validate civil engineer out of cycle requests. Identify and advocate for resources to support manning, equipping, and training ANG Prime BEEF forces beyond annual training allocations. This includes special training, MILPERS (521, 542) and O&M funds. Validate unit funding shortfalls utilizing SORTS reports. Provides fiscal management for branch operations budget. Develops fiscal budget to include estimated operating budget for TDYs and special projects. Provides inputs to A7XO for annual Deployments for Training (DFT) Prime BEEF. Conducts Staff Assistance Visits to ensure compliance of AF training standards, and to validate SORTS. Composes email, letters, endorsements, and memorandums based upon

knowledge of this functional area. Drafts, reviews, and edits outgoing correspondence. Assists with the annual CE awards program i.e. Outstanding CE Unit, Deneke Award, Minuteman, and Heritage Paintings.

Mandatory criteria as indicated in the MVA must be documented on the members report on individual personnel (RIP). If it is not indicated on the RIP, it is incumbent upon the applicant to ensure that the appropriate source documentation is provided with the application.

Must meet the above stated grade/rank requirement by closeout date of advertisement.

Member must have a Secret Clearance or an open investigation to apply for statutory tour positions.

Enlisted applicants who are higher grade than the highest grade for the advertisement must provide a statement of understanding with the application stating he/she is willing to be voluntarily demoted if selected for this position, IAW ANGI 36-2503, Paragraph 3.8.

Application for this MVA signifies agreement to the following statement, "I certify that, to the best of my knowledge and belief, all of the information in and attached to this application is true, correct, complete and made in good faith. I understand that false or fraudulent information on or attached to this application may be grounds for rejection or for release from statutory tour after I begin work, and may be punishable by fine or imprisonment. I understand that any information I give may be investigated."

**Questions regarding this advertisement can be sent to [hr.apply@ang.af.mil](mailto:hr.apply@ang.af.mil)**

