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

**2012-256**

**SECRETARY OF THE AIR FORCE INSPECTOR GENERAL (IG) ACTION  
OFFICER**

**PROMOTABLE MAJ-LT COL**

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

**Closeout Date: 9 Oct 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 **SAF/IG (Joint Base Anacostia-Bolling, DC)**. Must be Air Force Specialty Code (AFSC) **ANY**. Duties and Responsibilities: This is a Secretary of the Air Force level position that develops and directs policy, programs, procedures, and processes under the Air Force Inspector General Complaints Resolution (SAF/IGQ) program. Conducts, evaluates, and manages noncriminal inquiries and investigations received from the President, Congress, Secretary of Defense, The Inspector General, Headquarters Air Force, and National Guard Bureau (NGB). Responsible for the oversight and validation of IG inquiries and investigations conducted by Major Commands (MAJCOMs) Air National Guard (ANG) and Air Force Reserve (AFRC) units, Direct Reporting Units (DRUs), and Field Operating Agencies (FOAs). Provides oversight for reprisal and Mental Health Evaluation (MHE) investigations. The incumbent should possess the maturity, integrity, and initiative to deal effectively with extremely sensitive issues involving military personnel and civilians of all ranks and grades. Should be capable of independent workload planning and be able to initiate, coordinate, and complete various management actions with minimum guidance and supervision. Duties will also include training of field IGs and investigating officers. Strong leadership, management and effective staff skills are essential. Should have excellent written and oral communication skills and the ability to use office automation applications. Previous investigative experience highly desirable.

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.

Officers applying for a statutory tour position must have a minimum of a Bachelors degree prior to applying.

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)**

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