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

**2013-062**

**PUBLIC AFFAIRS NCO**

**TSgt – MSgt**

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

**Closeout Date: 22 Feb 2013 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/PA (Arlington, VA)**. Must be Air Force Specialty Code (AFSC) **3N075**. Duties and Responsibilities: Excellent writing, digital photography and editing skills; knowledge of desktop publishing software including Adobe InDesign and Photoshop; knowledge of copy-editing, rewriting and photo-editing procedures; knowledge of English composition, grammar, and spelling; research methods; interview techniques; regulations and directives concerning release of information; news writing; news editing; newspaper production; basic communication theory; and military-community relations techniques and practices; excellent verbal and written communications skills; member should hold an Official U.S. Passport. Average work week is 40 hours; however, may require more than 40 hours and weekend duty to accomplish mission related activities. Duties are subject to short deadlines and frequent changes.

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.

Any MVA to an overseas location will require additional screening for the selectee and family prior to orders publication.

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.

Members in a Special Duty Career Field (SDI)/Reporting Identifiers (RI) must submit a conditional release letter from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. If selected for an MVA outside of the

SDI (8XXX) or RDI (9XXX) you must have a fully qualified AFSC prior to accession onto Stat Tour AFSC(1XXX-7XXX)

Applications will be reviewed for qualification/disqualification only starting at 72 hours prior to closeout date. For example; an MVA closing out on the 10th of the month would be reviewed for qualified or disqualified only starting on the 7th of the month.

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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