



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 VIEWING THIS MILITARY VACANCY ANNOUNCEMENT. PLEASE READ EACH SECTION CAREFULLY. ENSURE YOU ARE IN FULL COMPLIANCE BEFORE THE CLOSEOUT DATE LISTED BELOW.

*****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.

ANNOUNCEMENT NUMBER: MVA 2016-288

OPEN PERIOD: 21 September 2016 thru 2359 EST, 20 October 2016

HIRING DIRECTORATE: NGB/A2/3/6

POSITION TITLE: Action Officer, Operations Execution Branch

AFSC REQUIREMENT: 11X3/4, 12X3/4, 13B3/4, 18X3/4 (PAFSC, 2AFSC, 3AFSC)

RANK/GRADE REQUIREMENT: Capt/O3–Maj/O4

POSITION INFORMATION: Full Time, Title 10, Statutory Tour

TOUR LENGTH: 2-4 Years

AGENCY: National Guard Bureau (NGB)

DUTY LOCATION: Joint Base Andrews, MD

WHO MAY APPLY: Qualified ANG members only

1. Requirements

*** You must submit all required documents IAW the Application Procedures/FAQs located on the website. These procedure/FAQs can change at any time-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 or be able to obtain a TS/SCI (Top Secret/Sensitive Compartmented Information) security clearance.

All applicants must submit last 5 OPRs with no gaps in time (includes AF Form 77s, AF Form 475s, & AF Form 707s, if applicable).

2. Position Description

THIS POSITION IS API 8.

- Serves as a program manager for ANG force structure actions involving air, space, cyber, and ground units. Actions include weapons systems conversions, relocating, stand-up of new units, and unit closures per Base Relocation and Closure (BRAC) and/or programmatic direction.
- Desired to have a mission capable officer with leadership capabilities and extensive knowledge of various Air Force and ANG flying missions, along with experience in training and resource management.
- The incumbent of this position should know how to implement, monitor, and assess ANG force structure bed-down and mission transformation actions. Desired to fill this vacancy with an experienced officer who has extensive knowledge of various Air Force and ANG mission areas, along with experience in training and resource management. The incumbent should be familiar with the functions and organization of the Department of Defense (DoD), the Air Force (AF), and the ANG, along with the command relationship with the AF, major commands (MAJCOMs), and the Adjutants General (TAGs).
- Workload for this position includes numerous temporary duty yonder (TDYs) to support Site Activation Task Force (SATAF), site surveys, site visits, meetings with unit/state leaders and MAJCOMs, and to participate in conferences. The remaining workload will be accomplished with analyzing and developing conversion programs prior to execution ensuring all required elements are completed; preplanning SATAFs, validating conversion Financial Plans (FinPlans), and providing documentation/briefings to senior leadership on assigned programs.
- NGB/A3Z, the ANG Conversion Team Division, is within the NGB Air and Space Operations Directorate. It has specific responsibility for every ANG unit activation, deactivation, conversion, and relocation. NGB/A3Z develops conversion plans and conversion cost models for use by ANG and Headquarters (HQ) AF Program Element Monitors (PEMs) during Planning, Programming and Budgeting (PPBS) cycles, and for the Quadrennial Defense Reviews (QDR). The Conversion Team directs resource dollars and actions across all areas including operations, maintenance, facilities, plans, finance, manpower and personnel.
- Develops and implements execution plan for all assigned conversions, relocations, unit stand-ups, and closures. Works closely with programmers to ensure a program is executable prior to hand-off to NGB/A3Z.

Develops and leads multi-disciplinary SATAF team for each assigned program, then tracks progress of SATAF action items at HQ-Level. Validates FinPlans for all assigned programs and works with functional area managers to ensure proper review/funding is accomplished. The incumbent represents the ANG at Air Staff/MAJCOM meetings pertaining to Conversion Team actions assigned.

- The incumbent should be thoroughly familiar with ANG/NGB/MAJCOM/Air Staff policies and procedures, and should have a working knowledge of all MAJCOM/AF Directives and Instructions pertaining to the ANG. Should have ample knowledge of the functions and organizational structure of the AF, MAJCOMs, and ANG units (to include technician service). Knowledge of resource management is desirable.

3. Application Reminders

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations 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 must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director's approval.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

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%.

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/mva/index.asp>

