



AIR NATIONAL GUARD 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, IF POSSIBLE, DO NOT WAIT UNTIL THE CLOSE OUT DATE TO SUBMIT**** APPLICATION PACKAGES WILL NOT BE ACCEPTED AFTER THE CLOSEOUT DATE LISTED.**

DUE TO THE HIGH VOLUME OF APPLICATION PACKAGES, PACKAGES RECEIVED WITHIN 4 DUTY DAYS OF THE CLOSEOUT DATE WILL BE REVIEWED FOR QUALIFICATION/ DISQUALIFICATION. WE WILL NOT BE ABLE TO ASSIST YOU WITH COMPLETING YOUR APPLICATION. BY COB OF THE CLOSE OUT, PACKAGES MISSING REQUIREMENTS OR DOCUMENTATION CLARIFYING QUALIFICATION WILL BE DISQUALIFIED. QUESTIONS PERTAINING TO APPLICATIONS REQUIREMENTS SHOULD BE REFERRED TO NGB/HR. ONLY NGB/HR WILL DETERMINE QUALIFICATION/DISQUALIFICATION.

ANNOUNCEMENT NUMBER: MVA 2016-016R3

OPEN PERIOD: 6 October 2016 thru 2359 EST, 8 November 2016

HIRING DIRECTORATE: NGB

POSITION TITLE: Chaplain Assistant, Joint Chaplain Office

AFSC REQUIREMENT: 5R071 (PAFSC, 2AFSC, 3AFSC, 4AFSC)

RANK/GRADE REQUIREMENT: TSgt/E6 – MSgt/E7

POSITION INFORMATION: Full Time, Title 10, Statutory Tour

TOUR LENGTH: 2 - 4 Years

AGENCY: National Guard Bureau

DUTY LOCATION: Arlington, VA

WHO MAY APPLY: Must be a current ANG, REGAF, or AFRC member and be eligible for ANG Membership

Requirements

** Must submit all required documents IAW the Application Procedures located on the website
These procedures can change at any time-you MUST follow the most current procedures*

Must hold Rank/Grade and AFSC requirement by this announcement closeout date.

If currently assigned to a Special Duty Identifier (SDI), must provide a Conditional Release Memorandum from the Functional Area Manager.

Must have a Secret Security Clearance

1. Position Description

Serves as the Senior Chaplain Assistant to the Director of the Joint Chaplain Office (NGB-OC), supporting the Director in the strategic role of Religious Advisement to the Chief of the National Guard Bureau. The position requires tactical, operational, and strategic level skill and attention to detail as well as ability to use appropriate tools for office efficiency.

1. Performs chaplain assistant specific duties as assigned by Director NGB-OC.
2. Monitors training requirements for NGB-OC Staff.
3. Provides training briefs at various training venues as prioritized by the Director.
4. Actively participates in Domestic Operations (DOMOPS) exercises and incidents, supporting NGB-OC's DOMOPS NCO when needed.
5. Networks Joint Chaplain issues and concerns within the National Guard Bureau (NGB) organization and the "54" (states, territories and District of Columbia), as tasked by Director and Deputy Director.
6. Performs basic financial skill level actions for purchases and financial tracking for a full-time staff of 3, serving as billing official for the government purchase card.
7. Manages Bureau Directed Travel, Special Training Travel and military travel for NGB-OC as an approving officer, and possesses a working knowledge of DTS (Defense Travel System).
8. Effectively utilizes government computer and web-based programs, including the maintaining of the share point site for NGB-OC.
9. Reconciles and allocates all Government Purchase Card (GPC) purchases by monthly deadline. Requisitions supplies and allocates charges to department charge codes.
10. Functions as XO (Executive Officer) for NGB-OC, representing NGB-OC at XO Meetings and tracking Joint Staff requirements.
11. Attends special working groups and other meetings as prioritized by the Director.

2. Application Reminders

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECD) it is your responsibility to submit an approved conditional release memorandum with your application 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. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

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 ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

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 ANGI 36-2503, Paragraph 3.8. 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 could result in disapproval.

It is your responsibility to ensure your vMPF Personnel RIP is 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.

3. 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 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 4 duty days of receipt. You may visit <https://airguard.ang.af.mil/om/vacancy/> for a status update. Do not call for a status update within the four (4) duty day period.

IMPORTANT NOTE:

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing 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 Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VACANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES

<http://www.ang.af.mil/shared/media/document/AFD-150709-014.pdf>

