



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, 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 2016-196R2

OPEN PERIOD: 6 October 2016 thru 2359 EST, 7 November 2016

HIRING DIRECTORATE: 1AF

POSITION TITLE: Law Office Superintendent

AFSC REQUIREMENT: 5J05/71 (PAFSC, 2AFSC, 3AFSC, 4AFSC)

RANK/GRADE REQUIREMENT: SSgt/E5–MSgt/E7

POSITION INFORMATION: Full Time, Title 10, Statutory Tour

TOUR LENGTH: 2 - 4 Years

AGENCY: First Air Force

DUTY LOCATION: Tyndall AFB, FL

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, 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.

If currently assigned to a Special Duty Identifier (SDI), must provide a conditional release memorandum from the Career Field Manager.

Must have a Secret Security Clearance

1. Position Description

- Performs paraprofessional and legal research functions under the supervision of a Judge Advocate in connection with operations law activities, civil law, military justice, intelligence law, and non-criminal investigation.
- Plans, organizes, and provides legal services in the areas of civil law, military justice, non-criminal investigations, and operations law.
- Manages all aspects of Numbered Air Force (NAF)/War Fighting Headquarters (WFHQ) legal office, to include processing correspondence, maintaining suspense files, and maintaining (electronic and physical) law libraries. Orders supplies, equipment, and furniture for the office. Acts as the Automatic Data Processing Equipment (ADPE) custodian for the office. Conducts periodic inventories of library and ADPE. Maintains office file plan.
- Searches files and legal references for precedents and opinions, and extracts requested material. Prepares legal memoranda on fundraising, private organizations, restrictions on political activities, landlord-tenant issues, and other civil law topics. Provides similar for operations law issues such as rules of engagement/rules for use of force, domestic use of intelligence community assets, and military support to civilian law enforcement agencies.
- Provides paralegal and administrative support for initiation and processing of all disciplinary actions. Collects investigative reports and other relevant documents from military and non-military sources. Reviews documents, applicable regulations and laws, and makes recommendation to directors/commanders, supervisors, superintendents, and Staff Judge Advocate about disposition. Prepares administrative reprimands and admonishment. Coordinates with base legal office on processing of non-judicial punishment (Article 15, UCMJ) actions. Provides training to directors/commanders, supervisors, and superintendents on administrative corrective actions (e.g., reprimands, Unfavorable Information File, nonjudicial punishment).
- Limited legal support to commanders regarding non-criminal investigations. Briefs investigators on commander-directed investigation process and procedure. Provides guidance on questioning suspects and witnesses. Provides guidance on preparing reports of investigation.
- Briefs directors/commanders, supervisors, superintendents, and newcomers (permanent party and Air Expeditionary Force (AEF) augmentees) on various legal issues. This includes, but is not limited to: sexual assault, political activities, use of government travel charge card, use of government-provided rental cars,

discrimination and sexual harassment, alcohol and drug abuse, and law of armed conflict. Prepares handouts and briefing materials.

- Assists Staff Judge Advocate to identify and notify mandatory confidential financial disclosure report filers. Helps obtain required reports from filers. Also helps prepare and forward Higher Headquarters (HHQ) semi-annual report on travel benefits Department of Defense (DoD) personnel received from non-federal government sources.
- Augments base legal office when requested and current operations allow.
- Prepares powers of attorney for authorized recipients of legal assistance, to include Canadian Forces members, sister service personnel, Air Forces Forward (AFFOR) staff, and dependents.
- Augments Air Force Northern Command (AFNORTH) Air Operations Center (AOC) legal office as needed, to include working extended hours in support of contingency operations.
- Attends A5 Joint Planning Group meetings when requested. Attends weekly AFNORTH staff meetings when Staff Judge Advocate is absent.
- Office representative to Continental United States NORAD (North American Aerospace Defense Command) Region (CONR) Enlisted Association and other morale organizations within AFNORTH (1 AF) and larger Tyndall community.
- Works extended hours as required especially during contingency operations.
- Executes other duties as required by the Staff Judge Advocate or Deputy Staff Judge Advocate.

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>