



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 2016-313-314

OPEN PERIOD: 17 October 2016 thru 2359 EST, 16 November 2016

HIRING DIRECTORATE: NGB/A4

POSITION TITLE: CE Operations and Deployment Coordinator

AFSC REQUIREMENT: 3EX7X (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 (NGB)

DUTY LOCATION: Joint Base Andrews, MD

WHO MAY APPLY: Qualified ANG members only

[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 a Secret security clearance

If currently assigned to a Special Duty Identifier (SDI), you must provide a conditional release memorandum from the career field manager/functional area manager.

1. Position Description

- Serves with and assists Civil Engineer (CE) Functional Area Managers (FAMs) for ANG CE deployment programs including AEF support, Deployments for Training (DFT), and other real world contingency requirements.
- Coordinates with major commands (MAJCOMs) concerning opportunities and requirements for ANG participation in all contingency deployment requirements.
- Assist with all functions related to the DFT program.
- Aids in and or develops processes and provides data to ensure total coverage of ANG CE commitments in the Air Expeditionary Force (AEF) program.
- Shapes deployment for training engagements to maximize training value and participation.
- Assists in scheduling ANG CE unit deployment participation based on unit training needs, past participation, unit capabilities and available resources.
- Assists and/or prepares estimates of airlift, workday, and funding costs for deployment participation. Sizes overall program to within realistic limits. Manages participation throughout the fiscal year within those limits.
- Monitors 90+ CE units to ensure even distribution of deployment training opportunities and to avoid overloading personnel availability or resources.
- Maintains historical data to include problem areas and after action reports.
- Prepares and/or assists in preparing background briefings, point papers, and items of interest for NGB staff.
- Provides sourcing recommendations of ANG forces to support active Air Force programs and requirements.
- Assists NGB staff in the development of a balanced training and exercise policy to obtain the best use of ANG resources.

- Develops and/or assists in the development of deployment cost models to assist in determining the level of participation ANG units can support.
- Assists NGB/A3X and NGB/A7X personnel at conferences, workshops, scheduling meetings, and briefings at MAJCOMs and Numbered Air Forces (NAFs).
- Serves as member of Crisis Action Team (CAT) when contingency operations dictate. Prepares continuity, policy guidelines, and procedures. Assists in direction of CAT and CE current operations. Involves contingencies to encompass the full range of military operations.
- Advises and assists the Deployments Section Chief in executing the DFT program and provides expert assistance to CE field units for deployment planning including staff assistance visits. Conduct briefings and classes as directed.
- Assists in the coordination of DFTs with State Partnership Program, Innovative Readiness Training (IRT), and other deployment programs. Submits inputs to make changes to deployment force structure, scenario, and requirements to maximize training value for participation. Assists in scheduling ANG CE unit deployment participation based on unit training needs, past participation, unit capabilities and available resources.
- Performs other duties as assigned by Chief, Operations Branch.

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 career field manager/functional area manager 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 AFI 36-2502.

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 AFI 36-2502. 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, etc. 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.

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 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>