



AIR NATIONAL GUARD ASSISTANT PROGRAM 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 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: NGAP 2017-002

OPEN PERIOD: 12 Oct 2016 thru 15 Nov 2016

HIRING DIRECTORATE: NGB/CF

POSITION TITLE: **ANG Assistant to the Command Staff Judge Advocate, United States Air Forces Europe – Air Force Africa**

AFSC REQUIREMENT: 51J3/4 (PAFSC, 2AFSC, 3AFSC)

RANK/GRADE REQUIREMENT: Lt Col/O5 (Promotable)–Col/O6

POSITION INFORMATION DSG Col Position placed on the State Manpower Document – Supported by up to 60 Days ADOS per FY

TOUR LENGTH: 3 Years Time in Grade as a Col

AGENCY: National Guard Bureau (NGB)

DUTY LOCATION: Ramstein Air Base, Germany

WHO MAY APPLY: Qualified ANG members only

Position Description

Serves as advisor to the Staff Judge Advocate (SJA), USAF Europe (USAFE) and Air Force Africa (AFAFRICA) on all ANG matters. Serves as Liaison with the SJA, European Command (EUCOM) on ANG matters.

Advises and assists the Director, ANG, The Judge Advocate General (TJAG) and the ANG Assistant to TJAG on matters of programs, policy, operations and the utilization of the ANG judge advocates and paralegals and the interface of Air Force, Air Force Reserve and Air National Guard legal programs.

Reviews proposals and makes recommendations incident to AF/ANG interface on matters of programs, policy, operations and utilization. Maintains current familiarity with legal problems worldwide, acts as liaison between reporting official and NGB-JA and/or Counsel to ANGRC.

Performs and coordinates staff assistance and other visits as directed by the Director, ANG, TJAG, ANG Assistant to TJAG or USAFE SJA.

Maintains familiarity with Theater Security Plans and develops State Partnership Program (SPP) legal engagements for ANG.

Maintains frequent contact with USAFE – AFAFRICA ANG Assistants and ANG advisors to remain abreast of policies and programs, informs and advises USAFE/SJA on all matters of mutual concern to active duty (AD) and ANG that affect the relationship of the command and the ANG.

Conducts courses, special studies or analysis and participates in protocol or official functions, as directed.

Coordinates with other ANG JA Assistants, NGB-JA and Counsel to ANGRC on legal matters affecting ANG support of the USAF, with particular focus on USAFE - AFAFRICA.

Develops and maintains active association with community leaders and government officials associated with ANG interest areas in order to facilitate effective working relationships on behalf of the USAF and ANG.

Develops and participates in training programs in support of USAFE – AFAFRICA missions, policies and procedures on behalf of ANG/JA. Performs individual training designed to prepare the incumbent for direct advisory role to commanders and staff in support of USAFE/SJA.

Acts as advisor and represents Director, ANG (DANG) in matters concerning community relations. Attends AD, ANG and international military conferences as requested by USAFE/SJA, the ANG Assistant to TJAG and/or Chief Counsel, NGB.

Serves as a member of the ANG JA Council.

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.

About NGAP Tours

Upon selection an authorization will be added to the appropriate Joint Force Headquarters Unit Manpower Document with an authorized grade of Colonel. Please note that this assignment is drill status only. Airman would be authorized to utilize up to 60 Active Duty for Operational Support (ADOS) Title 10 days provided by NGB per fiscal year to accomplish your Assistant duties. The number of days is based solely on funding availability.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG (or Designated Rep, ie ATAG, CoS) approval with application submittal.

Application packages will be reviewed to ensure qualifications are met.

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.

5. APPLICATION REQUIREMENTS

* You must submit all required documents and meet all Requirements listed below.

Must have a Secret security clearance – as indicated on the vMPF RIP

Lt Col applicants must have a DOR no later than 1 December 2013

LtCol Applicants must have completed SDE as indicated on vMPF RIP

Must be an attorney in good standing and admitted to practice before the bar of a Federal Court or the highest Court of a State

Must have a minimum of 17 years satisfactory service as indicated on vMPF RIP e -

Application packages **MUST** contain the following:

All documents submitted must have the complete Social Security Number (SSN) redacted (blacked out) EXCEPT for the NGAP Application Work Sheet. We strongly encourage you to consolidate all requirements into a single PDF file.

PDF File Name should be: 2016-xxxLast name, First Initial, Middle Initial (Example: 2016-123EdmondsKJ)

Email Subject should be: NGAP MVA 2016-XXX (Example – NGAP MVA 2016-123)

Email Application Package to usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

If unable to encrypt please forward via <https://safe.amrdec.army.mil/safe/> to usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil

NGAP Application Work Sheet - It is your responsibility to ensure contact information submitted on this form is complete. This information may be used to contact you if any questions arise thru the screening process.

ANG Field Members (AGR, Tech, Drill) -- Must have State Adjutant General (TAG) or designated representative (i.e. ATAG/Director of Staff)

ANG Statutory Tour Members -- Must have Director or Designee Concurrence

Resume. Any format (SF 171 form not accepted).

References: List (3) references with contact information on a single page.

vMPF RIP: Must be no more than 60 days old. Data Verification Brief (DVB) briefs or RIPs generated directly from MilPDS will not be accepted. All information to qualify you for an MVA must be present within your RIP. If there is a system limitation causing your record to be incorrect, you must include the official supporting document with your package. Pen/ink corrections on RIP could disqualify package.

OPRs (Officer Performance Reports). Unless specified differently on the MVA, submit last five (5) OPRs to include your most recent IAW 36-2406. Lt Col/O-5 applicants applying for Col/O-6 positions must provide copies of ALL OPRs. If you have a gap in OPRs please contact ARPC, 800-525-0102, to request direction on receiving official documentation to cover the missing reporting period(s).

Complete printout from AFFMS (AF Fitness Management System), current fitness results and fitness history. Member must be current/passing within fitness standards as established by AFI 36-2905. Members who are on a profile (AF Form 422) may NOT be exempt from all components of fitness testing. The components indicated on the AF Form 422 MUST be completed (if not exempt) and annotated in AFFMS. NGB/HR does not accept AF Form 422s in lieu of AFFMS results. You must submit a current PT test.

PCARS Summary: vMPF

Submit application via <https://safe.amrdec.army.mil/safe/> to usaf.jbanafw.ngb-hr.mbx.HR-ADOS@mail.mil