



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 2016-185

OPEN PERIOD: 21 June 2016 thru 2359 EST, 19 July 2016

HIRING DIRECTORATE: NGB/CF

POSITION TITLE: ANG First Sergeant Functional Manager

AFSC REQUIREMENT: 8F000 (PAFSC, 2AFSC, 3AFSC, 4AFSC)

RANK/GRADE REQUIREMENT: SMSgt/E8 (Promotable) – CMSgt/E9

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

- Responsible for managing and leading the ANG First Sergeant program. Directs advisor to the ANG Command Chief Master Sergeants (CCM). Maintains managerial oversight and acts as direct advisor to wing as wing level First Sergeant Functional Managers. Coordinates efforts with state CCMs to ensure top quality first sergeant program. Interacts with Air staff counterparts regarding first sergeant program initiatives, to include policy, training, utilization, and sustainment. Is the lead responsible agent for exercises and deployment issues when assigning ANG first sergeants to these taskers. Balances the direction of the Air Force (USAF) First Sergeant program with the component specific requirements of the ANG. Establishes the eligibility criteria, selection, application, and withdrawal procedures, and assigns responsibilities for managing the first sergeant resource. Interacts on a regular basis with other ANG functional managers regarding enlisted personnel programs. Furthermore, advises First Sergeant Academy (FSA) Commandant and interacts with FSA leadership on ANG issues. Provides collaborative support with Active Duty First Sergeant Special Duty Manager, Air Force Reserve component (AFRC) Functional Manager, and First Sergeant Academy (FSA)/CO, and CMSgt leaders on matters affecting all 8F000 issues within the corporate USAF enterprise.

- Possesses a strong understanding of FSA operations, training, and requirements regarding students and FSA ANG instructors' certifications and duties. Should be able to fill in as a FSA instructor as needed. Has oversight authority and control of the ANG curricula/material, and collaborates with the ANG instructors at FSA for updates and edits based on the needs of the ANG. Provides orientation briefings for newly assigned ANG CCMs attending the ANG/CCM orientation course at Lackland AFB, TX. Provides orientation briefings for newly assigned commanders attending the ANG Intermediate Development Course (IDC) at the ANG Readiness Center (ANGRC), Joint Base Andrews, MD. These two courses provide vital path for understanding of proper utilization and force development for ANG first sergeants.

- Possesses a strong knowledge and use of basic computer program operations. Applicants are desired to be knowledgeable of USAF/ANG First Sergeant responsibilities, excellent speaking, writing, and strong administration skills, as well as a background in general supervision of Senior Non-commissioned Officers (SNCOs). Synergistic collaboration with ANG Commanders and CCMs on proper utilization, sustainment, and proper force management of all assigned ANG First Sergeants. Serves as an advisor to the ANG Enlisted Field

Advisory Council and to the CCM of the ANG. Position requires frequent travel to conduct staff assisted visits (SAVs) and presentations at different training and conference venues. Has collaborative responsibility with the Enlisted Association of the National Guard of the United States and the Air Force Sergeants Association Annual conferences providing professional development (PD) for military attendees and is the lead coordinator.

- Member is assigned to the ANG CCM's office as senior member of the support staff. Assists as a liaison member for NGB Joint staff and family support programs on behalf of the ANG CCM, as directed. Member will work with ANG CCM spouse on initiatives and programs designed to support and assist ANG Airmen and their families as needed.

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>