

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Assistant for Mobilization and Reserve Affairs, ASD (HA)	2. Auth Grade: 07	3. Effective Date: 1 Apr 01
4. Headquarters: 5. Reporting Senior: DASD (FHP&R)	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
6. Duty Location: Falls Church, Virginia Mail:		

8. Position Description:
Duties:

Serves as the principle advisor to the Deputy Assistant Secretary of Defense (DASD) Force Health Protection and Readiness (FHP&R) on Reserve Component matters

Makes recommendations to the DASD (FHP&R)) on developing and implementing programs, policy, and operations concerning use of Reserve Components

Conducts special studies, or analysis as directed

Recommends legislative initiative affecting RC personnel and readiness

When directed, represents the DASD (FHP&R) at official functions as required

9. Special Qualifications/Requirements/Restrictions:

Security Clearance: Top Secret

Must be a senior healthcare executive able to work with senior military and civilian officials

Must have broad experience in Reserve Component matters

Desirable to have senior staff position or command at the O-6 level or higher

This position is M-Day/drill status only

Must have a minimum of 17 years satisfactory service

Must be able to complete a minimum 3 years in the assignment before mandatory removal date/mandatory separation date (MRD/MSD)

Completion of senior service school required

Must be Federally recognized in the authorized grade (line), hold a Certificate of Eligibility for the authorized grade (line), pending Senate confirmation in the authorized grade, or be eligible to meet the General Officer Federal Recognition Board following selection