

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Air National Guard Assistant to the Commander, Air Force Materials Command (AFMC/CC)	2. Auth Grade: 08	3. Effective Date: 1 Nov 01
4. Headquarters: AFMC	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
5. Reporting Senior:		
6. Duty Location: Wright-Patterson Air Force Base, Ohio Mail:		

8. Position Description:

Duties:

Serves as advisor to the Commander, Air Force Materiel Command, on the Air National Guard program

Maintains frequent and regular liaison with the Commander, Vice Commander, and staff, AFMC

Maintains appropriate liaison with Air Materiel Centers on matters relating to the Air National Guard

Monitors materiel support of ANG units and associated impact on operations readiness

Informs Commander and staff on actions to be taken to improve operational readiness

Maintains frequent contact with Air National Guard agencies and units and advises the Commander on all matters of mutual concern to AFMC/ANG, including policies and programs that affect the relationship of the command and the ANG

As requested by the Commander, assists the AFMC staff in matters affecting the interface between AFMC and ANG

Develops and maintains active association with community leaders and government officials associated with AFMC/ANG interest areas to enable effective working relationship among the Air Force, AFMC, and the Air National Guard

9. Special Qualifications/Requirements/Restrictions:

Must have a minimum of 17 years satisfactory service

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

Security Clearance: Secret

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

This position is M-Day/drill status only