

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Assistant to Command Air Force Space Command (AFSPC/CC)	2. Auth Grade: 08	3. Effective Date: 15 May 2003
4. Headquarters: AFSPC	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
5. Reporting Senior: Commander, AFSPC		
6. Duty Location: Air Force Space Command Peterson Air Force Base, Colorado Mail:		

8. Position Description:
Duties:
 Serve as the advisor to the Commander, Air Force Space Command on the Air National Guard Program

Maintains constant and consistent liaison with the Commander, Vice Commander and Staff at Air Force Space Command

Maintains liaison with the numbered Air Forces on matters relating to the Air National Guard

Monitors operations readiness of ANG units; informs the commander and staff on actions which should be taken to improve operational readiness

Monitors safety record for the ANG; makes recommendations towards reducing the accident rate and the possibility of accidents

Monitors and provides assistance in aircraft conversions

Performs as a catalyst between AFSPC, The National Guard Bureau, and the ANG units in the field

9. Special Qualifications/Requirements/Restrictions:

Broadly experienced in ANG matters

Broad general military background with previous experience in military flight operations, public relations and/or aerospace industry desirable

Stature in community should be such as to enhance capability to represent the Air Force at the highest civilian levels

Aero Rating: Currently effective aeronautical rating

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

Security Clearance: Top Secret

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