

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Assistant to CPD, Judge Advocate School (AU/SJA)	2. Auth Grade: 06	3. Effective Date: 15 Jul 03
4. Headquarters: CPD	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
5. Reporting Senior: Commandant, Staff Judge Advocate General School		
6. Duty Location: Headquarters Air University (AU/SJA), Maxwell AFB, AL. Mail:		

8. Position Description:

Duties:

Serves as advisor to Commandant, Staff Judge Advocate General School, on all Air National Guard matters

Assists the Commandant, TJAG School, in developing and implementing training and education programs for all ANG judge advocates and paralegals as prescribed by regulation or directed by The Judge Advocate General, USAF

Monitor training and education programs and provide appropriate ANG input

Assist in the development of TJAG School curriculum and serve as Instructor/Lecturer/Seminar leader as directed by the Commandant

Coordinate all requests for ANG adjunct faculty members to teach at TJAG School or the ANG Survey

Develop, update and maintain database tracking ANG judge advocate and paralegal training status and requirements for future education and training

Coordinate and develop ANG judge advocate and paralegal Annual Surveys of the Law (ASOL)

Perform and coordinate staff assistant and other on-site visits as directed by the Commandant, TJAG School, the TJAG or the Director, ANG

Participate in protocol or official functions, as directed

Conduct courses, special studies, or analyses, and write periodic articles for publication in The Reporter, as directed. Coordinate revisions to and publication of ANG Commander Handbook and ANG Deskbook

Coordinate with other ANG Assistants on legal and educational matters affecting ANG support of the USAF

Perform individual training designed to prepare for A direct advisory role to THE Commandant, TJAG School, and staff on all matters related to the USAF and ANG judge advocate relationship

Maintain frequent contact with all ANG judge advocates and NGB/JA to inform and advise on all matters of mutual concern regarding ANG judge advocate training and education

Advise and assist the Director, ANG and the ANG Assistant to TJAG, USAF, on matters of programs, policy, operations and the utilization of the ANG judge advocates and interface of USAF/ANG/AFRES legal programs

Serve as a member of the ANG Judge Advocate General's Advisory Council

Position Title:

Assistant to CPD, Judge Advocate School (AU/SJA)

9. Special Qualifications/Requirements/Restrictions:

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

Must be a member of the Judge Advocate General Department Reserve with wide experience in Air Force and Air National Guard military legal affairs, to include military justice, civil and international law, and management techniques on an executive level in the Air Force Judge Advocate General Department Reserve Program

Must possess board general military background including wide experience in Air National Guard matters

Must possess extensive experience in government or civilian sector

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

Security Clearance: Top Secret

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 Colonel Federal Recognition Board following selection