

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Vice Commander Joint Warfighting Center, US Joint Forces Command	2. Auth Grade: 08	3. Effective Date: 22 Mar 02
4. Headquarters: 5. Reporting Senior: 6. Duty Location: Suffolk, Virginia Mail:	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
8. Position Description: <u>Duties:</u> Performs duties as Vice Commander for the USJFCOM JWFC and Vice Director for Joint Training with specific involvement in furthering the Partnership for Peace (PfP) program Serves as the principle advisor to the Commander, USJFCOM JWFC/Director Joint Training (J7), and his staff on reserve matters and mobilization of reserve forces Provides planning and policy recommendations to the Commander and his staff Provides advice on reserve matters and training oversight that relate to Component Force Commanders, Subunified Commands, and Joint Task Force (JTF)/Joint Task Group (JTG) Commanders Keeps abreast of all reserve policy changes and maintains direct contact with principal reserve policy makers to include the Reserve Forces Policy Board, the Assistant Secretary of Defense for Reserve Affairs and the Office of the Chief Army Reserve Serves as the principle advisor to all senior reserve coordinators Coordinate with DoD, Service Department, Unified and specified Commands, and other agencies to establish relationships, procedures, and policies, as required Promote professional joint military officer/enlisted training and professional development Perform traditional General Officer/Flag Officer (GO/FO) duties of entertaining VIPs, key officials and visitors from other commands or agencies as required Represent the Commander's positions, programs, and interest in a liaison role with reserve component agencies, and other organizations (active and reserve) regarding affairs Facilitate improvement of readiness status of reserve forces aligned with J7 Facilitate integration of reserve units and personnel in joint training and exercises Facilitate participation of reserve units and personnel in USJFCOM PfP Program		
9. Special Qualifications/Requirements/Restrictions Must have a Top Secret with SI/TK (Continued)		

Position Title:

Vice Commander Joint Warfighting Center, US Joint Forces Command

9. Continued

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