

# NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

<b>1. Position Title:</b>  <b>Mobilization Assistant to Director of Plans, J5, NORAD (Dual-hat)</b>	<b>2. Auth Grade:</b> 07	<b>3. Effective Date:</b> 1 Oct 03
<b>4. Headquarters:</b> NORTHCOM	<b>7. Telephone</b>  Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
<b>5. Reporting Senior:</b>		
<b>6. Duty Location:</b>  Peterson AFB CO  Mail:		

**8. Position Description:**

**Duties:**

**Peacetime:**

Acts as senior plans officer in NORAD in the absence of the active duty incumbent

Principal advisor to Commander, NORAD and Canadian Deputy Commander, NORAD on "Total Force" planning, programming and requirements issues relating to air sovereignty, aerospace defense, and warning of aerospace attack against North America

Develops plans, participates in development of bi-national defense policy, and identifies and helps prioritize and advocate Commander, NORAD requirements and programs to Government of both Canada and the United States

Serves as mobilization assistant to the NORAD Director of Plans (J5), guiding the directorate in the proper consideration of Reserve units and individuals in command planning and programming activities

**Wartime:**

Serves as senior plans on NORAD battle staff in the absence of the active duty incumbent

Directs continuation of peacetime strategy and policy development, deliberate planning functions, force structure planning

Maintenance on international agreements relating to NORAD missions, defines Commander inputs to system/program/mission future requirements, and oversees tactical exploitation of national capabilities programs

Guides mobilization execution within the Directorate of Plans, interfaces with the mobilization assistant to the Commander and other assigned mobilization assistants, and works Reserve issues with the command Reserve Forces Advisor and senior staff of the Reserve commands of the different services

Oversight of the day-to-day functioning of the NORAD planning and programming staff and direction of NORAD J5 battle staff/support battle staff during crisis or war

Speaks for the directorate on all planning and programming matters, and is a peer with other directors throughout the NORAD staff

Accountable to the US Commander and Canadian Deputy Commander for the performance of duties in support of a critical bi-national alliance between the United States and Canada

During establishment of the battle staff, the Directorate of Plans is responsible for responsive support to the Commander and other battle staff members 24 hours a day  
(Continued)

**Position Title:**

Mobilization Assistant to Director of Plans, J5, NORAD

8. Continued

Fulfills the role of J5 on this battle staff, on the day staff, or both, depending on whether the active duty J5 is deployed or otherwise absent

Impact on national defense is based upon key role in establishment of Commander priorities and development of operation plans which prescribe NORAD response to events and threats impacting ability of our nations to maintain Canadian and U.S. air sovereignty over the North American continent

9. **Special Qualifications/Requirements/Restrictions:**

Background in planning and programming, operational experience in support of military wartime or contingency operations, and knowledge of joint commands/military space operations are highly desired

Must be eligible for Top Secret security clearance and access to special compartment information

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)

Completion of senior service school required

No additional TDA authorization will be given for this position

Participation in this program will be in addition to the officer's normal duties within the state

Must be assigned to a validated (not temporary) TDA position billet in the State

This position is dual hat, M-Day/drill status only