

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Assistant to Staff Judge Advocate US Air Force Europe	2. Auth Grade: 06	3. Effective Date: 1 Sep 03
4. Headquarters: USAFE	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
5. Reporting Senior: Staff Judge Advocate, USAFE		
6. Duty Location: Ramstein AB, Germany Mail:		

8. Position Description:

Duties:

Serves as advisor to MAJCOM's Staff Judge Advocate on all Air National Guard matters

Reviews proposals and makes recommendations incident to AF/ANG interface on matters of programs, policy, operations, and utilization

Maintains current familiarity with legal problems worldwide, acts as liaison

As requested by MAJCOM/SJA, assists the JAG staff in matters affecting the interface between MAJCOM/ANG/AFRES

Perform and coordinate staff assistant and other on-site visits such as directed by the AMC/SJA, the TJAG or the Director, ANG

Maintains frequent contact with appropriate ANG agencies, ANG advisors (265s), MAJCOM-gained ANG units, so that the incumbent can inform and advise MAJCOM/SJA on all matters of mutual concern to TJAG and ANG, including all policies and programs that affect the relationship of the command and the ANG

Conducts courses, special studies, or analyses, as directed

Participates in protocol or official functions, as directed

Coordinate with other ANG Assistants on legal matters affecting ANG support of the USAF and in particular the MAJCOM

Develops and maintains active association with community leaders and government officials associated with TJAG and ANG interest areas in order to facilitate effective working relationships between such persons, the Air Force, TJAG, and the ANG

Develops training and indoctrination programs and participates in such programs in order to insure broad ANG familiarity with AMC/SJA missions, policies, and procedures

Performs individuals training designed to prepare the incumbent for direct advisory role to MAJCOM/SJA and staff on all matters related to the USAF, the MAJCOM 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 advocates

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

Position Title:

Assistant to Staff Judge Advocate, USAFE

8. (Continued)

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

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

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

Security Clearance: Top Secret