

# NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

<b>1. Position Title:</b> Assistant to HQ Pacific Air Force Judge Advocate	<b>2. Auth Grade:</b> 06	<b>3. Effective Date:</b> 1 Dec 03
<b>4. Headquarters:</b> PACAF	<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>  Headquarters Pacific Air Forces, Hawaii  Mail:		

**8. Position Description:**

**Duties:**

Serves as advisor to Staff Judge Advocate, PACAF, 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

Acts as advisor and represents Director, Air National Guard, in matters concerning community relations, and conferences. As requested by PACAF/SJ, assists the JAG staff in matters affecting the interface between PACAF/ANG/AFRES

Performs and coordinates staff assistant and other on-site visits as directed by the PACAF/SJA, the TJAG or the Director, ANG

Maintains frequent contact with appropriate ANG agencies, PACAF ANG advisors (265s), PACAF-gained ANG units, so that the incumbent can inform and advise PACAF/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

Coordinates revisions to and publication of ANG commander Handbook and ANG Deskbook

Coordinates with other ANG Assistants on legal matters affecting ANG support of the USAF and in particular PACAF

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 PACAF/SJA missions, policies, and procedures

Performs individual training designed to prepare the incumbent for direct advisory role to PACAF/SJA and staff on all matters related to the USAF, PACAF 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 (Continued)

Position Title:  
Assistant to The Judge Advocate General of the Air Force (AF/TJAG)

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