

# NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

<b>1. Position Title:</b> <b>Assistant to the Director for Human Resource Readiness (NGB-ARZ)</b>	<b>2. Auth Grade:</b> 07	<b>3. Effective Date:</b> 1 Aug 02
<b>4. Headquarters:</b> NGB	<b>7. Telephone</b>  Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
<b>5. Reporting Senior:</b> Director of the Army National Guard		
<b>6. Duty Location:</b>  Crystal City, Virginia   Mail:		

**8. Position Description:**

**Duties:**

Serves in advisory capacity to the Director of the Army National Guard

Reviews proposals and make recommendations to the Director of the Army National Guard incident to ARNG interface on matters of programs and policy in the Equal Opportunity, Diversity, Wellness and Quality of Life

Ensures that the ARNG Equal Opportunity, Diversity, Wellness and Quality of Life programs are integrated into the planning and policy development processes within the larger National Guard programs

Monitors and evaluate diversity and equal opportunity programs within the ARNG to ensure an organizational culture, which values individual differences and similarities.

Acts as liaison with functions internal to the National Guard Bureau and organizations external to the ARNG ensuring these programs receive the focus at the national and state-levels that is required for success

Serves as the ARNG representative to the Department of the Army's Well-Being General Officer Steering Committee and the ARNG Well-Being Council

Conducts courses, special studies, or analyses as directed

Performs such other duties, not inconsistent with the above, as directed

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

Strong background in human resources at senior management or executive level in government or civilian sector required, with emphasis in equal opportunity, diversity, quality of life and wellness programs

Knowledge in Army National Guard matters, to include structure and organization is required

Extensive knowledge and keen awareness of laws, policies, and the spirit of intent on issues relating to human resource programs is highly desirable

Experience in public relations, with keen writing and oral skills, is highly desirable

Stature in community should be such as to enhance capability to represent the Army National Guard the highest civilian levels

Security Clearance: Secret (Continued)

**Position Title:**

Assistant to the Director for Human Resource Readiness, (NGB-ARZ)

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