

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Assistant to the Commander, Tanker Airlift Control Center (TACC/CC) (Dual-hat)	2. Auth Grade: 07	3. Effective Date: 15 Apr 03
4. Headquarters: TACC	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
5. Reporting Senior:		
6. Duty Location: Scott Air Force Base, Illinois Mail:		

8. Position Description:

Duties:

The incumbent will serve as an advisor to the Tanker Airlift Control Center Commander (TACC/CC) on all Air National Guard employment issues

He/she ensures that the Air National Guard becomes a key enabler in the Air Force planning and programming at Tanker Airlift Control Center (TACC)

The incumbent will ensure the Air National Guard is fully engaged as the TACC/CC plans, schedules, tasks, and executes air mobility forces

Incumbent will assist in providing coherence in operational requirements, policies, plans, and support for the war fighter

Incumbent must maintain an extensive knowledge of plans capabilities within the Air National Guard. This includes ensuring the TACC staff is fully aware of the Air National Guard capabilities

The incumbent evaluates and makes recommendations concerning Air National Guard integration into the Total Force structure in support of programs

Assists in the planning development for gained Air National Guard units

Executes special projects as directed and takes specific actions necessary to improve information flow from the Air National Guard Operations roles and missions within the Air Force and the Air National Guard

Where appropriate and as directed by the Director, Air National Guard (NGB/CF), the Air National Guard Assistant (dual-hat) will represent the Air National Guard before civilian agencies, veteran and patriotic organizations

Monitor and evaluate effectiveness incident to Air National Guard interface on combat delivery, strategic airlift, air refueling, and aeromedical evacuation plans and report that information to the Director of the Air national Guard

Provide advice and assistance on policies and procedures affecting TACC plans and programs and the Air National Guard

Maintain liaison with the Director of the Air National Guard through reports, meetings, briefings, e-mail and other forms of communication, ensuring appropriate staffing of all actions

Maintain liaison with the relevant functional chiefs at the Air National Guard Bureau through reports, meetings, briefings, e-mail and other forms of communications, ensuring appropriate staffing of all actions involving the Air National Guard and ensuring consistency with Air National Guard policy and procedures concerning the programs

(Continued)

Position Title:

Assistant to the Commander, Tanker Airlift Control Center (TACC/CC)

8. (Continued)

Attend Air National Guard Annual Senior Leader Conferences, and other meetings and conferences deemed necessary by the TACC/CC, the Chief, National Guard Bureau and the Director, Air National Guard

Perform such other duties, not inconsistent with the above, as directed by the TACC/CC, the Chief, National Guard Bureau and the Director, Air National Guard

9. Special Qualifications/Requirements/Restrictions:

Broad military, air operation, plans and programs background required

Experience in development and implementation of policy and guidance at the national/headquarters level required

Broad knowledge of Air National Guard structure and organization

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

Command experience required

Plans expertise required

Must be able to complete a minimum 2 years in the assignment before mandatory separation date/ mandatory removal date (MSD/MRD)

Security Clearance: Top Secret

Completion of senior service school required

Must have a minimum of 18 years satisfactory service

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

Officers must already be assigned to a validated (not temporary) TDA position in the State

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