

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Assistant to the Commander, 14th Air Force (14 AF/CC) (Dual-hat)	2. Auth Grade: 07	3. Effective Date: 15 Apr 03
4. Headquarters: 14 th AF	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
5. Reporting Senior:		
6. Duty Location: Vandenberg Air Force Base, California Mail:		

8. Position Description:

Duties:

The incumbent will serve as an advisor to the 14 AF/CC on all Air National Guard operational issues

Ensures that the Air National Guard becomes a key enabler in the Air Force space mission

The incumbent will ensure the Air National Guard is fully engaged as the 14 AF/CC defines advances our nation's air and space power from concept to capability

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

Incumbent must maintain an extensive knowledge of operations capabilities within the Air National Guard to include the 14 AF/CC staff is fully aware of the Air National Guard capabilities and limitations

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

Assists in the planning development for gained Air National Guard units as they specifically relate to the Air and Space Operations

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, 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 matters of Space Operations and report that information to the Director of the Air National Guard

Provide advice and assistance on policies and procedures affecting Space Operations and the Air National Guard

Acts as 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 involving the Air National Guard and ensuring consistency with Air National Guard policy and procedures concerning the space mission. (Continued)

Attend Air National Guard Annual Senior Leader Conferences, and other meetings and conferences deemed necessary by the 14 AF/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 14 AF/CC, the Chief, National Guard Bureau and the Director, Air National Guard

Position Title:

Assistant to the Director, Operations and Training (AF/XOO)

9. Special Qualifications/Requirements/Restrictions:

Broad military and air operation requirements background

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

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

Must have a minimum of 18 years satisfactory service

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

Completion of senior service school required

Security Clearance: Top Secret

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