

NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

1. Position Title: Assistant to the Director, Security Forces (AF/XOF) (Dual-hat)	2. Auth Grade: 07	3. Effective Date: 15 Apr 03
4. Headquarters: 5. Reporting Senior: 6. Duty Location: USAF Pentagon, Washington DC Mail:	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	

8. Position Description:

Duties:
 Serve as an advisor to the AF/XOF on all ANG programs issues

Ensure that the ANG becomes a key enabler in Air Force planning and programming at Security Forces

Ensure the ANG is fully engaged as the AF/XOF defines and advances Security Forces plans and programs

Assist in providing coherence in operational requirements, policies, plans, and support for the war fighter

Maintain an extensive knowledge of plans capabilities within the ANG. This includes ensuring the AF/XOF staff is fully aware of the ANG capabilities and limitations

Evaluate and make recommendations concerning ANG integration into the Total Force structure in support of programs

Assist in the planning and programming development for gained ANG units

Execute special projects as directed and takes specific actions necessary to improve information flow from the ANG roles and missions within the Air Force and the ANG

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

Monitor and evaluate effectiveness incident to ANG interface on AF/XOF plans and programs and report that information to the Director of the ANG

Provide advice and assistance on policies and procedures affecting AF/XOF plans and programs and the ANG

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

Attend ANG Annual Senior Leader Conferences, and other meetings and conferences deemed necessary by the AF/XOF, the Chief, National Guard Bureau and the NGB/CF

Perform such other duties, not inconsistent with the above, as directed by the AF/XOF, the Chief, National Guard Bureau and the NGB/CF.

Position Title:

Assistant to the Director, Security Forces (AF/XOF)

9. Special Qualifications/Requirements/Restrictions:

Broad military and air operation, plans and programs 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

Command experience desired

Security Clearance: Top Secret

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

Must have 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

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

Must be assigned to a validated (not temporary) TDA position billet in the State