

# NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

|   |   |                                     |
|---|---|-------------------------------------|
| <b>1. Position Title:</b><br><br><b>Assistant to the Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR) (Dual-hat)</b> | <b>2. Auth Grade:</b> 07  | <b>3. Effective Date:</b> 15 Apr 03 |
| <b>4. Headquarters:</b><br><b>5. Reporting Senior:</b><br><b>6. Duty Location:</b><br><br>USAF Pentagon, Washington DC<br><br>Mail:             | <b>7. Telephone</b><br><br>Commercial:<br>DSN :<br>Secure no./type system:<br>IVSN:<br>Data Fax:<br>Secure Fax: |                                     |

**8. Position Description:**

**Duties:**  
 Serves as an advisor to the SAF/MR on all Air National Guard programs issues

Ensure that the Air National Guard becomes a key enabler in Air Force planning and programming at Manpower and Reserve Affairs

Ensure the Air National Guard is fully engaged as the SAF/MR defines and advances Manpower and Reserve Affairs 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 Air National Guard. This includes ensuring the SAF/MR staff is fully aware of the ANG capabilities and limitations

Evaluate and make recommendations concerning Air National Guard 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 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 ANG Assistant (dual-hat) will represent the ANG before civilian agencies, veteran and patriotic organizations

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

Provide advice and assistance on policies and procedures affecting SAF/MR plans and programs and the Air National Guard

Maintain liaison with 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 programs

Attend Air National Guard Annual Senior Leader Conferences, and other meetings and conferences deemed necessary by the SAF/MR, the Chief, National Guard Bureau and the Director, Air National Guard (continued)

**Position Title:**

Assistant to the Assistant Secretary of the Air Force, Manpower and Reserve Affairs (SAF/MR)

8. (Continued)

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

**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

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