

# NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

<b>1. Position Title:</b>  <b>Assistant to the Commander, Air Force Special Operations, Command (AFSOC) (Dual-hat)</b>	<b>2. Auth Grade:</b> 07	<b>3. Effective Date:</b> 15 Apr 03
<b>4. Headquarters:</b> <b>5. Reporting Senior:</b> <b>6. Duty Location:</b>  USAF Pentagon, Washington DC  Mail:	<b>7. Telephone</b>  Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
<b>8. Position Description:</b>  <u><b>Duties:</b></u> Serves as an advisor to the AFSOC/CC on all ANG programs issues  Ensures that the ANG becomes a key enabler in Air Force planning and programming at Special Operations Command. The incumbent will ensure the ANG is fully engaged as the AFSOC/CC defines and advances Special Operations Command 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 AFSOC/CC 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  Assists in the planning and programming development for gained ANG units  Executes 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 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 AFSOC plans and programs and report that information to the Director of the ANG  Provide advice and assistance on policies and procedures affecting AFSOC plans and programs and the ANG  Maintain liaison with NGB/CF 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 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 AFSOC/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 AFSOC/CC, the Chief, National Guard Bureau and the Director, Air National Guard		

**Position Title:**

Assistant to the Commander, Air Force Special Operations, Command (AFSOC)

**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

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

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