

# NATIONAL GUARD ASSISTANT PROGRAM (NGAP) POSITION DESCRIPTION

<b>1. Position Title:</b>  <b>Assistant to the Director of Plans and Programs, AMC (Dual-hat)</b>	<b>2. Auth Grade:</b> 07	<b>3. Effective Date:</b> 15 Apr 03
<b>4. Headquarters:</b> AMC	<b>7. Telephone</b>  Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	
<b>5. Reporting Senior:</b>		
<b>6. Duty Location:</b>  Scott Air Force Base, Illinois  Mail:		

**8. Position Description:**

**Duties:**

The incumbent will serve as an advisor to AMC/XP on all Air National Guard program issues

He/she ensures that the Air National Guard becomes a key enabler in the Air Force planning and programming at Air Mobility Command

The incumbent will ensure the Air National Guard is fully engaged as the AMC/XP defines and advances Air Mobility Command plans and programs

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 AMC/XP 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, as they specifically relate to the Air Force's missions

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 AMC plans and programs and report that information to the Director of the Air National Guard

Provide advice and assistance on policies and procedures affecting AMC 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

Monitor and evaluate effectiveness incident to Air National Guard interface on AMC plans and programs and report that information to the Director of the Air National Guard

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

(Continued)

**Position Title:**

Assistant to the Director, of Plans and Programs AMC

8. (Continued)

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

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

Perform such other duties, not inconsistent with the above, as directed by the AMC/XP, 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 Staff experience required

Plans expertise required

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