

OFFICER VACANCY ANNOUNCEMENT

FOR

ASSIGNMENT AT HEADQUARTERS

TEXAS AIR NATIONAL GUARD

POSITION: State Judge Advocate

AFSC: 51J4

ISSUE DATE: 5 June 2016

CLOSING DATE: 5 July 2016

GRADE: Immediately Promotable O-5/NTE O-6

LOCATION: Headquarters, TXANG, Camp Mabry, Austin, TX

This is an announcement for an Air National Guard Military Position and not an announcement of full-time employment opportunity. This assignment is for a three-year tour with the possibility of a one-year extension.

APPLICATIONS MUST INCLUDE:

Resume

Copies of last 3 OPRs

Letter of Recommendation from Wing Commander or equivalent supervisor

Certificate of Good Standing from the State Bar of Texas

Writing Sample

Forward Applications to: HQ TXANG/DP
2200 W. 35th St., Bldg 9
Austin, TX 78703-1222

PERSONAL INTERVIEW: Applicants must be available for a personal interview. Applicants will be notified by phone/mail of interview time and place. Payment for travel is **NOT AUTHORIZED**. All applicants will be considered for this position without regard to race, color, religion, national origin, gender, political affiliation, kinship, and other non-merit factors.

QUALIFICATION REQUIREMENTS: To be eligible for appointment, Judge Advocates must be members of the State Bar of Texas and eligible to join the Texas Military Forces, if they are not already members (Texas Government Code, Section 432.005). Any selectee who is not a member of the Air National Guard will have to be approved by the ANG Assistant to USAF TJAG and the USAF TJAG.

DUTIES AND RESPONSIBILITIES: See attachment.

HEADQUARTERS TEXAS AIR NATIONAL GUARD

POSITION TITLE: State Judge Advocate	OFFICE SYMBOL: NGTX-CJA	SUPERVISOR: NGTX-CZ
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GENERAL DESCRIPTION:

Manages and provides legal services to preserve prerogatives of the Texas Air National Guard and the United States Air Force. Performs duties prescribed by the Texas Code of Military Justice (TCMJ) and the Uniform Code of Military Justice (UCMJ). Prepares and provides legal opinions and decisions necessary to efficiently and effectively accomplish disciplinary matters, pretrial advice, preparation for trial, trials by courts-martial, post trial actions, and appellate review. Also, provides appellate review of all administrative demotions and discharges of all officers and enlisted personnel of Texas Air National Guard, including oversight of administrative discharge boards. Advises commanders on the legal aspects of all Texas Air National Guard and Air Force operations, including international law, operations law, procurement, claims, environmental law, military and civilian personnel issues, litigation, military affairs, legal assistance and preventive law, taxes, and other legal matters. Must maintain readiness to deploy in support of state and federal military missions.

KEY RESPONSIBILITIES:

- Formulates legal policies. Prepares, reviews and implements procedures used to process military justice and civil law actions. Advises and develops plans for the operation and implementation of federal and state statutes, executive orders, regulations and directives. Manages legal information systems. Manages the accession, designation, certification, and assignment of judge advocate personnel.
- Monitors, coordinates, and directs legal activities. Inspects the administration and function of legal operations at subordinate echelons to ensure uniformity in administration in accordance with state and federal laws, directives, and instructions. Oversees the review and adjudication of claims. Maintains liaison with federal, state and local agencies to facilitate good relations and the prompt administration of legal matters. Maintains contact with local, state, and national bar associations to be informed of legal trends.
- Prepares and renders legal advice and opinions. Advises commanders and senior staff. Prepares and renders legal advice and opinions on matters relating to interpreting laws, directives, status, rights, liabilities, and duties of personnel. Prepares and renders legal advice on disciplinary matters, including admonitions, reprimands, nonjudicial punishment, and statutory pretrial advice in prospective courts-martial. Prepares statutory post-trial advice and actions of the convening authority. Prepares and renders legal advice on issues of international and

operations law, environmental law, fiscal law, and military and civilian personnel law. Reviews and renders legal opinions on claims and incidents which may result in claims in favor of, or against Texas or the United States. Renders legal opinions regarding drafting, negotiating, and the performance of government contracts. Reviews and renders opinions on courts-martial records of trial and board proceedings. Conducts inspections relating to the administration and function of military justice and recommends improvements.

- Coordinates and advises on military justice actions within the Texas Air National Guard.
- Represents Texas and the United States before judicial and administrative tribunals. Assists the Texas Attorney General and the United States Department of Justice in the preparation and litigation of cases in which the Texas Air National Guard has an interest.
- Conducts legal training. Briefs members on military justice and other legal issues. Directs and conducts legal training for all judge advocate personnel.

ADDITIONAL DUTIES: as assigned.