



DEPARTMENTS OF THE ARMY AND AIR FORCE

JFHQ-LA NGLA-JPM-HA
5445 Point Clair Road
Gillis Long Center
Carville, Louisiana 70721

STATEWIDE AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO: LA 1715846-A

OPENING DATE: 3 June 2016

CLOSING DATE: 23 June 2016

UMDA POSITION TITLE: **Air Traffic Control Specialist (Terminal)**

UMDA MAX AUTH GRADE: Maj/O4

DUTY AFSC: 13M3

AREA OF CONSIDERATION: Current AGR officer in the Louisiana Air National Guard

OCCUPATIONAL REQUIREMENTS:

Incumbent is subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military aircraft or commercial aircraft for TDY purposes. Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

QUALIFICATION REQUIREMENTS:

- Compatible AFSC: 13MX
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- Must be able to effectively manage/lead multiple subordinates regardless of limiting factors due to mission or personnel.
- Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Must ensure all subordinate's training requirements and job capabilities are met/above standard.
- No record of disciplinary action that resulted in an Article 15 or Unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.
- No record of disciplinary action (Letter of Reprimand [LOR] or Article 15) for committing acts of malpractice or misconduct as defined in AFRSI 36-2001, *Recruiting Procedures for the Air Force*, engaging in an unprofessional or inappropriate relationship as defined in AFI 36-2909, *Professional and Unprofessional Relationships*, or documented failures (LOR or Article 15) to exercise sound leadership principles with respect to morale or welfare of subordinates.



KNOWLEDGE, SKILLS, AND ABILITIES (KSA) REQUIRED FOR THIS POSITION:

1. Knowledge of air traffic control laws, rules and regulations.
2. Knowledge of meteorology basic air navigation and standard communications procedures.
3. Knowledge of the characteristics of the various types of aircraft.
4. Skill in coordinating plans and actions with pilots and other controllers.
5. Ability through training and development to learn air traffic control procedures for movement of aircraft.
6. Ability to provide pre-flight and in-flight assistance to aircraft.
7. Ability to develop, coordinate and manage Air Traffic Control programs.

SUMMARY OF DUTIES:

-- Performs air traffic control duties in the control tower and radar facility. Under restrictive time and space limitations, formulates and issues ATC clearances and instructions to provide for the required separation and or sequencing of all IFR, SVFR, and VFR traffic within delegated airspace. Adjusts aircraft flight paths, assigns arrival and departure routes to various types of aircraft, arrival and departure runways, adjusts speed, and issues altitude assignments to accompany multiple types and performance level of civilian and military aircraft to affect separation and expeditious traffic flow as prescribed in FAAO 7110.65.

-- Provides assistance to both experienced professional and inexperienced student pilots within the airspace and ensures expeditious traffic flows are maintained. Participates in a host of Transportation Security Agency (TSA) and FAA mandated homeland security procedures and implements Federal and local guidance and direction for aircraft operations within terminal areas. Formulates and issues IFR and SVFR clearances and VFR advisory information. Coordinate Notices to Airman (NOTAM) actions and airfield advisories in order to provide information to all users of appropriate airports and ATCALS facility.

-- Operates, trains, and provides preventative maintenance on a host of automated communications and display hardware and software systems that are integral and vital to the operation of the air traffic control facility. Types of systems include but are not limited to; Enhanced Terminal Voice Switch (ETVS), Digital Bright Radar Indicator Tower Equipment (DBRITE), Digital Voice Recording System (DVRS), Data Transmission Network (DTN), Digital Mapper, DoD Advanced Automation System (DAAS), Digital Airport Surveillance Radar (DASR) System, Standard Automated Replacement Radar System (STARS), Information Data Systems (IDS), Automated Terminal Information Service (ATIS), Control Tower Simulator System (CTSS), Air Traffic Control Training Device (ATCTD), Automated Weather Observing System (AWOS), and Automated Surface Observation Systems (ASOS).

-- Serves as a watch supervisor or senior controller in the ATC facility. Issues and withdraws approval for facility ATC services based on traffic, workload, controller training, equipment capability, and training workload. In concert with the Air Traffic Manager, routinely coordinates essential information on daily flying, ground movement, and general ATC issues with the Wing Supervisor of Flying (SOF), Operations

and Group Commander(s), Civilian and Military Airport Managers, transient military DoD pilots, civilian Air Carrier Dispatch Centers, and other interested and required agencies.

-- Conducts and directs aircraft mishap and hazardous air traffic systems reporting. Serves as the focal point on the airfield for ground or airborne aircraft mishaps, system reports on hazardous air traffic activities, and ATC and pilot incident inquiries.

-- Conducts and performs weather-related functions as part of the National Weather System. Provides accurate documentation and disseminates observations to adjacent ATC facilities, aircraft, and weather personnel, in accordance with National Weather Service (NWS), FAA, DoD, and local facility directives. Evaluates weather reports from automated (ASOS, AWADS, IDS, etc.) or other sources (i.e. Pilot Reports) and ensures weather information is accurate, specific, and timely. Provides dissemination of weather warnings, Center Weather Advisories (CWA), Significant Meteorological Information (SIGMET), or Meteorological Information (MET) watch advisories. Requests, records, and disseminates Pilot Reports (PIREPS) as mandated by FAA and NWS directives.

-- Provides comprehensive on-the-job training for Air Force and Air National Guard personnel in accordance with Air Force, Air National Guard, FAA, and local policies and directives. Ensures, USAF, ANG, and FAA computer based instruction programs are installed, maintained, and utilized by trainee and qualified controllers as required on a monthly basis. As required, attends regular training meetings with ATC staff to provide input and expertise in revising ATC Training Programs.

-- Utilizes guidelines consisting of USAF, ANG, FAA regulations and policies, locally established policies, procedures, agreements and directives; training software, and manufacturer's manuals/instructions. Selects appropriate techniques for accomplishing required assignments and interprets regulations and policy documents to meet ANG mission objects.

-- Contacts civilian or military individuals or groups from inside and outside the employing agency in a variety of functions, as well as technical personnel employed by contractors and state ANG officials. Develops and maintains close contacts and professional relationships throughout the USAF, ANG, FAA and private industry.

-- Performs other duties as assigned.

EVALUATION PROCESS:

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

APPLICATION PROCEDURES:

- NGB Form 34-1
- NGLA-JPM-HA Form 690-171-3

- Resume and/or statement of civilian/military experience/education may be submitted with your packet. Ensure to focus on official military training when the standards were exceeded and explain any particular item the board may question.
- Applicants indicating education above the high school level must attach appropriate documentation. Education includes Trade/Business schools, military service schools, and extension/correspondence courses successfully completed.
- Two full length photographs (snapshots acceptable)
 - (1) one in service dress
 - (2) one in light blue shirt/blouse long or short sleeves.
- Copy of last three officer performance reports (OPRs).
- Copy of latest Report on Individual Person, (Records Review Rip).
- Copy of latest Point Credit Summary.
- Copy of all DD Form 214/NGB Form 22
- Copy of AF Form 422
- Copy of latest Air Force Fitness Management System (AFFMS) printout showing a score of at least 75% date within 1 year.
- Letter of Recommendation(s) (If Applicable)
- Other additional documentation (If Applicable)

LOCATION: 259TH ATCS, ENGLAND AIR PARK, ALEXANDRIA, LA

This position is located in Air National Guard (ANG) Aviation Wing, Air Traffic Control (ATC) Squadrons. The primary purpose of this position is: to provide tower, radar, and non-radar air traffic control (ATC) services to military and civilian aircraft operating under Instrument Flight Rules (IFR), Special Visual Flight Rules (SVFR), or Visual Flight Rules (VFR). Provides terminal ATC services to aircraft operating from primary and/or secondary airports within delegated airspace. Manages and directs controller actions and functions in Tower and Radar facilities as the primary watch supervisor and/or senior controller.

TECHNICIAN ANNOUNCEMENT: This position is also being advertised under Technician Vacancy Announcement LA 1715846-T which is open until 23 June 2016. Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

How to Apply

Application packets must be received at: Gillis Long Center, ATTN: NGLA-JPM-HA, MSgt Cassie L. Ellis, 5445 Point Claire Rd, Carville, LA 70721 or scanned to: cassie.l.ellis.mil@mail.mil in a PDF file, NLT close of business (1600 hrs) on closing date. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.