

Louisiana National Guard



JFHQ-LA, NGLA-JPM-HA
JACKSON BARRACKS
6400 SAINT CLAUDE AVE
NEW ORLEANS, LA 70117

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 002-18

OPEN DATE: 11 JAN 18

CLOSING DATE: 1 FEB 18

POSITION:

AIR LIAISON OFFICER

UNIT/LOCATION:

**122ND ASOS
PINEVILLE, LA**

This position is located at an ANG Aviation Wing, Air Support Operations Group (ASOG) Air Support Operations Squadron (ASOS) and Tactical Air Control Party (TACP). The primary purpose of this position is to perform duties as a supervisor and Air Liaison Officer (ALO) Instructor/Evaluator, on diverse and complex operations, including the integration and coordination of Air and Space power across the spectrum of command, from the ground maneuver unit to the theater level. Operations require in-depth analysis of plans and programs to determine and develop courses of action for assigned personnel.

AFSC: *11FXU*
MINIMUM RANK/GRADE: *Capt / O-3*
MAXIMUM RANK/GRADE: *Lt Col / O-5*

*****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*****

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO CURRENT OFFICERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTS AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTS ARE NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

SPECIAL NOTES:

WITH THE EXCEPTION OF A RESUME AND LETTERS OF RECOMMENDATION ANY ADDITIONAL DOCUMENTS NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTS LISTED ON THE ANNOUNCEMENT.



All Applicants must scan / submit via email the following documents in the order that they are listed:

- Cover letter**, typically provides detailed information on why you are qualified for the job.
- NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position.
(announcement number and position title must be annotated on the form)
- Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- Official DA Photo** *(full length with full service dress)*
- Copy of State Driver's License** *(photocopy of both sides)*
- Current Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- Officer Performance Report, OPR** *(current within 12 months)*
- Letter of Recommendation**, required when EPR is not available from the military command.
- Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 80 or higher for entry into the AGR program).
- Copy of AF WebHA Certificate**, Web Based Health Assessment *(current within 12 months)*
- Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES
- Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

Area of Consideration

- This position is **open to current officers in the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- 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.

Qualifications Requirements

- **Compatible AFSC: 11FXX,12BXX, 12FXX, 13BXX, 13LXX,**
- **Minimum acceptable grade: O-3**
- **Maximum acceptable grade: O-5**
- 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.
- 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.



- 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.

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.

Duties and Responsibilities

- Plans, organizes, and directs the activities of the assigned technicians, ensuring that the advice and assistance provided complies with legal and regulatory requirements. Develops goals and objectives that integrate unit and overall unit program objectives. Researches, interprets, analyzes, and applies applicable Joint Publications and Tactics Techniques and Procedures (TTP) to establish guidelines, policies and objectives. Establishes policies and procedures for accomplishment of the unit's mission. Plans and schedules work in a manner that promotes a smooth flow and even distribution. Coordinates, plans, and schedules with other organization managers and customers as appropriate. Identifies need for changes in priorities and takes action to implement such changes. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules. Assigns work to subordinate employees based on organization priorities and consideration of difficulty and requirements of assignments such that the experience, training, and abilities of staff are effectively utilized to meet organization and customer needs. Balances workload and provides advice, guidance, and direction on a wide range of technical and administrative issues. Structures assignments to create effective and economical positions. Coordinates with information technology and intelligence units and aircrews as appropriate. Reviews organization mission, functions, and manning. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to supervisor on significant issues and problems related to work accomplishment. Establishes analysis systems to ensure actions are timely and reviewed at critical points. Accepts, amends, or rejects work presented by subordinates. Performs self-inspection and presents a detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Assesses and revises policies and procedures as needed to improve quality, timeliness, and efficiency of work.
- Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Appraises subordinate workers' performance ensuring consistency and equity in rating techniques. Recommends awards when appropriate and approves within grade increases. Hears and resolves employee complaints and



refers serious unresolved complaints to higher-level management. Initiates action to correct performance or conduct problems. Effects minor disciplinary measures such as warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Promotes an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all /personnel are treated in a manner free of discrimination. Periodically reviews position descriptions to ensure accuracy, and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees.

- Serves as an ALO and JTAC Instructor and Evaluator. Oversees unit training encompassing the full cycle of theory, formal classroom, and actual field performance for unit activities. Validates training requirements identified by the Leader by analyzing MAJCOM and Air Force requirements, unit training objectives, mission debriefs, combat readiness reports, Terminal Attack Control and task certifications and evaluation reports, and appropriate directives. Validates instructional standards, training plans, tests, lesson plans, and other training and evaluation materials which are developed and maintained by the Leader. Identifies resource and funding requirements necessary to maintain proficiency, training, and combat readiness. Performs costs analysis, task analysis, and student load factor analysis. Approves media most appropriate to subject matter and student skill level. Evaluates overall training program effectiveness and success. Leads or participates in multiple process improvement teams to recommend improvements to instructional methods, processes, or tools. Provides feedback on contractor courseware and instructional effectiveness. Schedules and conducts training for instructors and examiners on instructional methodology, student assessment techniques, and training techniques to develop instructor proficiency. Evaluates student performance to ensure currency and proficiency in mission area. Monitors and evaluates individual training accomplishments and compliance. Applies existing or devises new measurement tools. Reviews current records of training for students. Counsels students, evaluates student potential, makes determinations on readiness for evaluation, and recommends military reclassification actions, as appropriate.
- Instructs unit personnel on ALO, TAC and TACP/ASOC/S knowledge, skills and abilities. In exercise, training and evaluation environments, instructs on the Theatre Air Ground System and the application of Air and Space power to support the ground commander's Concept of Operations (CONOPs), Commander's Intent, and Scheme of Maneuver. This includes; Joint Forces Land Component Commander (JFLCC) priorities of fire in order to assist in deconfliction of assets; rules of engagement (ROE) to ensure operations falls within the legal parameters as established for the theater; Operations Plans (OPLANs), Operations Orders (OPORDS), Air Tasking Orders (ATOs), Special Instructions (SPINs), and Airspace Control Orders (ACOs). Also instructs on the: Ground commander's Priority Intelligence Requirements (PIRs) and Information Requirements (IRs); Joint Forces Air Component Commander (JFACC) targeting guidance,



restrictions, and collateral damage standards, as well as JFACC no-strike areas in order to prevent fratricide; Ground commander's Military Decision Making Process (MDMP); Air and ground reference points (i.e. Bulls-eye) information for area of responsibility; Airspace Control Measures; current intelligence as applicable to the mission. Instruction emphasizes identification and tracking of friendly locations; enemy orders of battle; determination of surface and air threats to terminal attack control operations. Teaches liaison with ground maneuver commander and staff to coordinate target development and selection of weapon systems against hostile targets; and weapon system employment, assessment and adjustment. Provides instruction on communication requirements, procedures, nets, frequencies, Electronic Attack/Electronic Protection (EA/EP) and Communication Security (COMSEC), Instructs and applies operational risk assessments and provides situational awareness to ground personnel and flight crews. Instructs in precautionary measures related to laser emissions, possible exposure to depleted uranium, noise hazards, hazardous material, range safety requirements, and pyro-techniques.

- Serves as unit standardization/evaluation evaluator to ensure Combat Mission Readiness (CMR) of ALO, TAC and Tactical Air Command and Control Specialist (TACCS) personnel. Performs analysis, evaluates and examines ALO, TAC and TACCS personnel to determine degree of proficiency and adherence to tactics, techniques, procedures and coordination requirements. Conducts scheduled and unscheduled written, objectivity and supplemental evaluations/examinations. Instructs, verifies and certifies the qualifications of individuals nominated for Standardization Evaluation Examiner (SEE) upgrade.
- Serves as senior planner. Duties include long range planning, scheduling, and training for current and future operations, based on unit mission and tasking. Participates in planning worldwide exercises and deployments. Acts as the unit subject matter expert on integration and coordination of Air and Space power across the spectrum of command, from the ground maneuver unit to the theatre level, providing input and advice to the commander. Coordinates and directs ALO, JTAC and TACP support for joint service exercises and training events.
- Review and approve work center training programs. Plans and schedules tasks and training activities for Drill Status Guard members.
- Performs other duties as assigned.

Submission of Application

Application packets must be scanned to: cassie.lellis.mil@mail.mil in a .pdf file, until 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.

