

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: 019-19

OPEN DATE: 10 JUL 19

CLOSING DATE: 9 AUG 19

POSITION: **Command and Control Operations**

UNIT / LOCATION:

**159th Fighter Wing
New Orleans, LA**

The primary purpose of the position is to serve as command post controller and, as such, carry out all functions associated with command post operations for airlift/rescue/fighter/special operations and tanker units.

AFSC: **1C351**
MINIMUM RANK / GRADE: **A1C / E-3**
MAXIMUM RANK / GRADE: **SSgt / E-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 NATIONWIDE AND TO CURRENT ENLISTED MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

SPECIAL NOTES:

WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA 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.
- ❑ **Full length military service dress photograph with white background** *(snapshots acceptable)*
- ❑ **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'.
- ❑ **Enlisted Performance Report, EPR** *(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 75 or higher for entry into the AGR program).
- ❑ **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 NATIONWIDE and to current enlisted members 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: 1C3X1**
- **Must have a TOP SECRET security clearance or be able to obtain one within 6 months.**
- **Selectee must be fully AFSC qualified in 1C3X1 or agree to attend the first available qualification course.**
- **Member not AFSC qualified, must have a minimum aptitude score of A:55 and G:57**
- **AFI 10-207(01Feb12) 3.1.3. Personnel cross training into the Command Post 1C3X1 career field are required to be interviewed by the Command Post Superintendent and a Competent Medical Authority (CMA) for the personnel reliability program (PRP), prior to being approved for cross-training. The superintendent will review the members current AMS**



SURF, last five EPRs and conduct a face to face interview. If the CP Superintendent identifies any potential negative trends or in-eligibility for receiving a top secret clearance they will non-recommend the individual for cross training. The CMA will review the member's records for potential permanently disqualifying information (PDI). If PDI is found, the member will not be recommended to cross train into the 1C3 career field.

- **AFI 10-207 (01Feb12) 3.1.3.1. The interview process is critical to maintaining the integrity of the 1C3X1 AFSC. CP missions differ based on command of assignment and weapons systems employed. Therefore, the interviewer must consider the person's ability to meet all career field requirements when deciding whether to recommend a person for retraining into the 1C3X1 AFSC. Minimum requirements for a retraining interview will be IAW Attachment 3 of AFI 10-207.**
- Member 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

- Receives, authenticates, and reacts to Emergency Action Messages (EAMs) and transmits instructions to alert aircrew and support assets. Coordinates launch and execution orders as well as aircraft and personnel recalls. Serves as focal points for information pertaining to the unit's aircrew, aircraft, alert facility, EOC and CSS. Possess the ability to immediately and without error recall and reference a large volume of knowledge related to NORAD EAP and air sovereignty alert procedures. Maintains certification in NORAD and Air Combat Command (ACC) Emergency Action Procedures (EAP) and is tested on this knowledge periodically through a closed book test. Copies, validates, processes and relays critical, time sensitive information to appropriate personnel. Establishes priority of actions, using judgment and appropriate checklists, to resolve a variety of situations. Controls movement and status of the alert force, and coordinates alert force requirements with key base agencies such as Federal Aviation Administration (FAA) tower, Central Security Control (CSC), Maintenance Operations Center (MOC), and Fire Department and the outside off base agency of the Federal Aviation Administration (FAA) for the Air Traffic Control (ATC) tower. Serves as the focal point for all information pertaining to the status and security of all members, facilities and activities on base which may include but are not limited to: fire, power outages, attempted sabotage, security breach, accidents, death, and natural disasters. Utilizes numerous voice and record communications systems (secure and non-secure) to



accomplish the mission and as the primary link between the Wing Commander, CSS, EOC, and HHQ. Monitors primary crash phone system, activates and transmits emergency information on secondary crash circuits as required. Maintains certification in console operations.

- Gathers and evaluates information regarding operational or significant events; advises the commander and /or command staff of recommended command and control actions and reporting requirements. Determines classification and precedence (level of importance) of the event(s), notifies HHQ of the significant event(s), and participates in phone conferences, which provides voice notification of reportable events(s) to all affected/involved organizations. Prepares and submits record all Operational Reports (OPREP) as a follow up to the voice notification, and submits record copies within time constraints. Evaluates and interprets situations which would require multiple reports. Maintains certification in operational reporting.
- Controls COMSEC information, material and devices and is responsible for receipt, inventory, storage, issue, protection and destruction. Maintains overall security of the Command Post and performs entry control and escort procedures during assigned shift.
- Reviews and updates information in HHQ databases to reflect status of local and transient aircraft and crews. Selects and submits mission movement reports in support of wing and HHQ tasking, for example Air Expeditionary Forces (AEF), cross country flights, or special operations. Data provided by the controller must be properly formatted and error free.
- Assists in providing training to aircrew and traditional (drill status) command post personnel in support of mission requirements. Training includes initial, recurring, refresher, and remedial training; ensures that all members have a thorough knowledge of command and control concepts and procedures; and that members are thoroughly familiar and proficient with Air Combat Command and NORAD procedures, regulations and directives. This requires extensive knowledge and proficiency in all command and control responsibilities.
- Performs other duties as assigned.

Submission of Application

Application packets must be scanned to: ng.la.laarnng.mbx.agr-branch-air@mail.mil in one 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.

