

# 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:** LA 10544194-A

**OPEN DATE:** 9 JUL 19

**CLOSING DATE:** 29 JUL 19

**POSITION:** TELECOMMUNICATIONS SPECIALIST

**UNIT/LOCATION:**

**236<sup>th</sup> Combat Communications Squadron  
Hammond, LA**

*This position is located in the Network Systems Flight of an ANG Combat Communications Squadron.*

**AFSC:** 3D190  
**MINIMUM RANK/GRADE:** SSG / E-5  
**MAXIMUM RANK/GRADE:** SMS / E-8

**TECHNICIAN ANNOUNCEMENT:**

This position is also being advertised under Technician Vacancy Announcement [LA 10544194](#) which is open until 29 JUL 2019. 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\*\*\***

**WHO MAY APPLY FOR THIS POSITION:**

THIS ANNOUNCEMENT IS OPEN TO CURRENT ENLISTED AGR 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.



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

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- ❑ **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).*

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**Area of Consideration**

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- This position is **open to current enlisted AGR 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.

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**Qualifications Requirements**

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- **Compatible AFSC: 3D1X3 and 3D190**
- **Minimum acceptable grade: E-5**
- **Maximum acceptable grade: E-8**
- Member must possess a **SECRET** security clearance.
- 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.

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### **Evaluation Process**

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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.

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### **Duties and Responsibilities**

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- Installs, operates, maintains and repairs communications transmission systems, sub-systems and components. Installs, configures and programs multiplexers using military and commercial protocols. Upgrades software, modifies hardware and corrects equipment deficiencies on transmission sub-systems and components, and signal conditioning equipment. Performs preventive maintenance inspections on transmission systems and sub-systems. Maintains and utilizes test equipment. Maintains, straps and configures cryptographic units.
- Generates configuration documentation (e.g.; cutsheets) for analog/digital signal conditioning equipment and wireless transmission systems. Conducts path profiles and engineers radio frequency path.
- Interprets satellite access authorizations. Develops, formats, and reviews after-action report documentation. Coordinates with external agencies e.g. Regional Space Support Center (RSSC) and other remote users including Defense Information Systems Agency (DISA).
- Tracks, accounts for and coordinates equipment status and location through host base. Performs systems trend analysis. Performs maintenance data collection and administers section Maintenance Standardization Program (MSEP).
- Develops, establishes and maintains work center training programs. Plans and schedules tasks and training activities for drill status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished. Incumbent is responsible for mobilization readiness of section personnel and equipment
- Ensures mobilization readiness of section personnel and equipment. Assembles cables and connectors to interface with commercial and military transmission systems and sub-systems. Completes proper documentation and follows procedures for incident reporting. Performs administrative duties for technical orders (TO) and workcenter files. Maintains benchstock, Contingency Operations/Mobility Planning & Execution System (COMPES) products, historical records, training records, Precision Measurement Equipment Laboratory (PMEL) equipment and records, hazardous waste, and safety procedures.
- Manages the installation spectrum management (ISM) program for the unit in coordination with National Telecommunications & Information Administration (NTIA) and Major Command (MAJCOM) spectrum frequency programs and managers utilizing PC-based software. Coordinates frequency requests with other agencies to de-conflict temporary frequency assignments.



- Performs additional duty assignment as Communications Security (COMSEC) responsible officer for work center.
- Performs other duties as assigned.

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### Submission of Application

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**Application packets must be scanned to: [ng.la.laarng.mbx.agr-branch-air@mail.mil](mailto:ng.la.laarng.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.**

