



DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA
OFFICE OF THE ADJUTANT GENERAL
JACKSON BARRACKS
NEW ORLEANS, LOUISIANA 70117

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 035-19

OPEN DATE: 6 DEC 19

CLOSING DATE: 31 JAN 20

POSITION: AIR TRAFFIC CONTROL SPECIALIST

**UNIT / LOCATION: 259th Air Traffic Control Squadron
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.

AFSC: 1C171
MINIMUM RANK / GRADE: SrA / E-4
MAXIMUM RANK / GRADE: MSgt / E-7

*****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 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 submit the following documents as one PDF via email in the order listed below:

- ❑ **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 (within 30 days) 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 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: only 1C151**
- **Minimum acceptable grade: E-4**
- **Maximum acceptable grade: E-7**
- 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

- 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.

Submission of Application

APPLICATION MUST BE EMAILED TO: nq.la.laarng.mbx.agr-branch-air@mail.mil

***Use Subject Line:** Last Name, Announcement Number, Position Title (Ex. Jones, 001-19, Personnel Craftsman)

***All application documents must be consolidated into a single PDF file (portfolio files are not accepted).**

All applications must be received by the Human Resources Office no later than 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.

