



DEPARTMENTS OF THE ARMY AND AIR FORCE

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

Announcement Number: 043-22

POSITION TITLE: Command and Control Operations (ACA)	AFSC 1C391	OPEN DATE: 20 July 2022	CLOSE DATE: 9 August 2022
UNIT OF ACTIVITY/DUTY LOCATION: 159 th Fighter Wing, New Orleans, Louisiana		GRADE REQUIREMENT: Min: E-7 Max: E-8	
SELECTING SUPERVISOR: SMSgt Dodie Currera	Position Number 0976227	* Contingent on Controlled Grade Availability	

AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must hold 1C371 or 1C391 AFSC**)

MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages

- Knowledge is mandatory of: Air Force organization and administration; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment.
- Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
- Completion of a current T5 Investigation IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program.

PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the following documents have been requested by the Selection Official. Applications received that do not contain these requested items will not be screened-out by HRO; but it may adversely affect the selection.

1. Cover Letter
2. Resume
3. Last three (3) EPRs / OPRs
4. Letter(s) of Recommendation
5. Copy of State Driver's License (photocopy of both sides)

ACTIVE GUARD AND RESERVE REQUIREMENTS

Initial tours for the LA ANG may not exceed 5 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant. Any further questions regarding the AGR program may be answered in ANGI 36-101.

SPECIAL ANNOUNCEMENT CRITERIA

- Upon selection additional medical verification will be required prior to start of AGR tour
- Any Individual(s) selected for this position must meet EFMP requirements for the duty location at time of assignment.
- Members that do not meet EFMP standards for the duty location may be subject to a rescinded offer of employment.
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- Selection is not a promise of promotion

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Per ANGI 36-101, the application package must include at a minimum items 1-3 listed below. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy:

1. **NGB Form 34-1** (*announcement number and position title must be annotated on the form*)
2. **CURRENT full Records Review RIP** from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. **CURRENT PASSING Report of Individual Fitness** from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFPM. If exempt, please include Form 469 with application)
4. **Items requested in the "PREFERRED QUALIFICATIONS" section above.**
 - Cover Letter
 - Resume
 - Last three (3) EPRs / OPRs
 - Letter(s) of Recommendation
 - Copy of State Driver's License (photocopy of both sides)

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into **ONE single PDF** (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Last Name, Announcement Number

Example: Doe, XXX-22

Email Subject should be: Last Name, Announcement Number, Position Title

Example: Doe, XXX-22, Personnel

Email Application Package to: ng.la.laarnq.mbx.agr-branch-air@army.mil

*** There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO. ***

QUESTIONS: Applicants may call HRO for initial review of application and to verify receipt prior to closeout date. DSN 278-8753 or Commercial 504-278-8753 or cassie.l.ellis.mil@army.mil. Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer HRO approves the selection package, the HRO office will send a notification letter to the Hiring Official who will in turn notify all applicants of their selection non-selection. The selection of an applicant is not final until the Hiring Official has been notified by of approval by ANG AGR Manager.

THE LOUISIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC MOS some positions may have gender restrictions.

CEM Code 1C300
 AFSC 1C391, Superintendent
 AFSC 1C371, Craftsman
 AFSC 1C351, Journeyman
 AFSC 1C331, Apprentice
 AFSC 1C311, Helper

★COMMAND AND CONTROL OPERATIONS
(Changed 31 Oct 21)

1. Specialty Summary. Manages and performs activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations centers, rescue coordination centers, and Combatant Command and Major Command (COCOM/MAJCOM) command centers. Provides command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency and war. Receives and relays C2 instructions and records; collects, processes, and submits manual and automated data products. Disseminates time-sensitive critical information to senior leaders and support agencies. Establishes procedures for operational reports and defense readiness reporting systems. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Supports chemical, biological, radiological, nuclear, and explosive (CBRNE), and conventional warning and reporting activities. Ensures compliance with operations center and C2 Operations policies and procedures. Related DoD Occupational Subgroup: 125000.

2. Duties and Responsibilities:

2.1. Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of C2 operations. Initiates, receives, and takes action on alert messages. Flight follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information to and from aircrews. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensures proper use and control of resources and classified material. Develops and evaluates C2 Operations processes. Performs self-assessments. Ensures operational readiness and adherence to standards. Recommends actions to correct C2 Operations procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

2.2. Prepares and submits operational, defense readiness, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and defense readiness reports. Establishes procedures for operational and defense readiness reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate.

2.3. Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Maintains proficiency in C2 systems and aircraft flight following and mission management systems such as, but not limited to, Unit Level/Command and Control (UL/UC2) Systems and Global Decision Support System (GDSS). Establishes manpower, communications, equipment, and facility requirements.

2.4. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains C2 Operations personnel, information, operations, computer, emission, industrial and physical security programs.

2.5. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

3. ★Specialty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: Air Force organization and administration; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment.
- 3.2. Education. For entry into this specialty, completion of high school is mandatory.
- 3.3. Training. For award of the AFSC 1C331, completion of the Command and Control Operations Apprentice Course is mandatory.
- 3.4. Experience. The following experience is mandatory for award of the AFSC indicated:
- 3.4.1. 1C351. Qualification in and possession of AFSC 1C331. Also, experience in functions such as handling automated operational data, controlling input and output data from automated C2 Operations systems using data processing devices, and communication operations.
- 3.4.2. 1C371. Qualification in and possession of AFSC 1C351. Also, experience performing or supervising functions of C2 operations.
- 3.4.3. 1C391. Qualification in and possession of AFSC 1C371. Also, experience managing and directing C2 Operations functions.
- 3.5. Other. The following are mandatory as indicated:
- 3.5.1. For entry into this specialty:
- 3.5.1.1. See attachment 4 for additional entry requirements.
- 3.5.1.2. Must pass Reading Aloud Test as defined in current version of Medical Standards Directory (MSD).
- 3.5.1.3. Certification by a Command Post Superintendent that the applicant is recommended and approved for entry and training into 1C3XX by the AFCFM IAW AFI 10-207, *Command Posts*. **NOTE:** This requirement applies to retraining applicants only.
- 3.5.1.4. Retrainees are only accepted IAW the following: E-1 through E-5 (no TIS restrictions), E-6 (less than 10 years TIS), SNCOs are not accepted.
- 3.5.1.5. ★Retraining applicants must be screened for eligibility for the Personnel Reliability Program (PRP) as outlined in the HQ AETC PRP Prescreening Guidance.
- 3.5.2. ★**NOTE:** AETC/A3N will only make a recommendation for PRP, not for AFSC classification.
- 3.5.3. For entry, award and retention of these AFSCs:
- 3.5.3.1. No record of psychiatric hospitalization.
- 3.5.3.2. No history or evidence of chronic mental health disorder, substance use disorder, or other significant chronic disorders by a licensed health care provider.
- 3.5.3.3. Must have an S1 profile (for PULHES clearance)
- 3.5.3. For award, and retention of these AFSCs:
- 3.5.3.1. Must maintain certification according to AFI 10-207.
- 3.5.3.2. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.
- 3.5.3.3. Specialty requires routine access to Tier 5 (T5) information, systems or similar classified environments.
- 3.5.3.4. Completion of a current T5 Investigation IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*.
- 3.5.3.5. Reclassified and/or retraining personnel may enter the career field with a Secret clearance.
- 3.5.4. For retention of this specialty:
- 3.5.4.1. Must maintain S1 profile.
- NOTE:** Award of the entry level without a completed T5 Investigation is authorized provided an interim Top Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405.