



DEPARTMENTS OF THE ARMY AND AIR FORCE

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

Announcement Number: 23-008

POSITION TITLE: Air Traffic Control	AFSC 1C171	OPEN DATE: 16 November 2022	CLOSE DATE: 16 December 2022
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UNIT OF ACTIVITY/DUTY LOCATION: 259 th Air Traffic Control Squadron, Alexandria, Louisiana	GRADE REQUIREMENT: Min: E-3 Max: E-7
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SELECTING SUPERVISOR: MSgt William Pearce	Position Number 0758323
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AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must hold 1C1X1**)
Louisiana Air National Guard members (**Must hold 1C1X1**)

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

- Security Clearance - Must attain and maintain: Secret
- Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
- Members must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 1301, Computer Security.

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

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 UFP. If exempt, please include Form 469 with application)
4. **Items requested in the "PREFERRED QUALIFICATIONS" section above.**

Application Documents Order:

- 1. **(Mandatory)** NGB Form 34-1
- 2. **(Mandatory)** Records Review RIP
- 3. **(Mandatory) Passing** Report of Individual Fitness
- 4. **(Optional)** Cover Letter
- 5. **(Optional)** Resume
- 6. **(Optional)** Last three (3) EPRs / OPRs
- 7. **(Optional)** Letter(s) of Recommendation

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, 23-XXX

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

Example: Doe,23-XXX, Air Traffic Control

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 1C100
 AFSC 1C191, Superintendent
 AFSC 1C171, Craftsman
 AFSC 1C151, Journeyman
 AFSC 1C131, Apprentice
 AFSC 1C111, Helper

AIR TRAFFIC CONTROL
(Changed 30 Apr 21)

1. Specialty Summary. Controls en route and terminal air traffic by use of visual, radar, and non-radar means. Supervises and manages air traffic control (ATC) facilities. Related DoD Occupational Subgroup: 122200.

2. Duties and Responsibilities. Controls and regulates en route and terminal air traffic. Initiates and issues ATC clearances, instructions, and advisories to ensure the safe, orderly, and expeditious flow of air traffic operating under instrument and visual flight rules. Plans, organizes, directs, inspects, and evaluates ATC activities.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: ATC principles and procedures; flight characteristics of aircraft; International Civil Aviation Organization and United States federal and military air directives; use of aeronautical charts, maps, and publications; interpretation, use, and limitations of ATC radar; use of ATC communications systems and navigational aids; and fundamentals of meteorology. United States Air Force certification as an ATC specialist satisfies these requirements. Not a part of the certification requirements, knowledge is also mandatory of principles of organization, purpose, operation, and management of ATC facilities.

3.2. Education. For entry into this specialty, completion of high school with courses in English is desirable.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 1C131 Completion of the ATC Apprentice course (E3ABR1C131 00AB; PDS Code WXI).

3.3.2 1C171 Completion of the ATC Craftsman course (E6ACW1C171 00AA; PDS Code AOC) and associated projects.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 1C151. Qualification in and possession of AFSC 1C131. Also, experience is mandatory performing functions involving actual control of aircraft.

3.4.2. 1C171. Qualification in and possession of AFSC 1C151. Also, experience is mandatory supervising or performing ATC functions.

3.4.3. 1C191. Qualification in and possession of AFSC 1C171. Also, experience is mandatory managing ATC functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Must earn a minimum score of 55 on the 2-factor model that includes the Armed Services Vocational Aptitude Battery (ASVAB) and Tailored Adaptive Personality Assessment System (TAPAS) scores. Minimum required score of 37 on the TAPAS Category 4 Dominance trait is mandatory. See attachment 4 for additional entry requirements.

3.5.2. For entry, award, and retention of these AFSCs:

3.5.2.1. Must maintain Ground Based Aircraft Controller Medical Standards according to AFI 48-123, *Medical Examinations and Standards*.

3.5.2.2. For performance of ATC duties, possession of a Federal Aviation Administration ATC Specialist Certificate.

3.5.2.3. Must maintain certifications according to AFI 13-204v3, *Airfield Operations Procedures and Programs*.

3.5.2.4. Ability to speak English clearly and distinctly as demonstrated by the Reading Aloud Test (RAT).

3.5.3. For award and retention of AFSC 1C1X1 and 1C100:

3.5.3.1. Specialty requires routine access to Tier 3 (T3) information, systems or similar classified environments.

3.5.3.2. Completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*.

NOTE: Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405.

3.5.3.3. For award and retention of AFSCs 1C151/71/91/00:

3.5.3.4. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.