



# DEPARTMENTS OF THE ARMY AND AIR FORCE

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

**Announcement Number: 25-030**

<b>POSITION TITLE:</b> Air Traffic Control Superintendent	<b>AFSC</b> 1C191	<b>OPEN DATE:</b> 27 May 2025	<b>CLOSE DATE:</b> 17 June 2025
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 259 <sup>th</sup> Combat Airfield Operations Squadron, Alexandria, Louisiana	<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-7 <b>Max:</b> E-8
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<b>SELECTING SUPERVISOR:</b> CMSgt Tracy L. McDonald	<b>Position Number</b> 1132821
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## AREAS OF CONSIDERATION

On-board LA ANG AGR (**Must Hold 1C191 or 1C171**)

## 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/SCI

## PREFERRED QUALIFICATIONS

In accordance with HRO and ANGI 36-101, the Selection Official has requested the following documents. While applications that do not include these documents will not be disqualified by HRO, their omission may negatively impact the selection process.

1. Cover Letter
2. Resume
3. Last three (3) EPRs / OPRs
4. Letter(s) of Recommendation

## ACTIVE GUARD AND RESERVE REQUIREMENTS

### AGR Program Entry and Tour Guidelines – LA ANG

- **Initial AGR Tours:** Initial tours with the Louisiana Air National Guard (LA ANG) may not exceed five (5) years. AGR tours cannot extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD).
- **Fitness Requirements:** Applicants must meet the minimum requirements in each fitness component and achieve a composite score of 75 or higher to qualify for entry into the AGR program. Members with a documented Duty Limitation Code (DLC) that prevents completion of one or more components of the Fitness Assessment must have an overall rating of "Pass."
- **Medical and Readiness Requirements:**
  - Selected individuals must meet medical qualifications outlined in AFI 48-123, Medical Examination and Standards.
  - Members must be current in all Individual Medical Readiness (IMR) requirements, including immunizations.
  - RCPHA/PHA and dental exams must have been completed within 12 months prior to AGR tour start.
  - An HIV test must be completed within six (6) months of the tour start date.
- **Overgrade Assignments:** Enlisted Airmen voluntarily accepting a position that results in an overgrade must submit a written voluntary demotion letter with their application, in accordance with ANGI 36-2503, Administrative Demotion of Airmen. The application package will not be processed without this documentation.
- **AFSC Qualification:** If the selected applicant does not currently possess the required AFSC, they must complete all required training and meet assignment criteria within 12 months of assignment. Failure to do so may result in termination of the AGR tour. Extensions beyond the 12-month period will be considered only if delays are beyond the applicant's control.
- **For additional details, please refer to ANGI 36-101, Active Guard Reserve Program.**

### 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 ORDER" section above.**

### **Application Documents Order:**

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

### **EMAILING REQUIREMENTS:**

Consolidate all required documents into **ONE single PDF** (*adobe portfolio is not accepted*). To preserve signatures, consider printing signed documents to PDF before combining files. **Name the PDF file as follows: Last Name, Announcement Number, Position Title.**

Example: Doe, 25-XXX

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

Example: Doe,25-XXX, Air Traffic Control Superintendent

Email Application Package to: [nq.la.laarnq.mbx.agr-branch-air@army.mil](mailto:nq.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 278-8753/8754 or Commercial 504-278-8753/8754 [cassie.l.ellis.mil@army.mil](mailto:cassie.l.ellis.mil@army.mil) / [khisha.m.donald.mil@army.mil](mailto:khisha.m.donald.mil@army.mil). Assistance will be rendered in the order the request was received.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** The selecting supervisor is responsible for contacting qualified applicants to schedule interviews. Once the Human Resources Officer (HRO) approves the selection package, the HRO will issue a notification letter to the Hiring Official. The Hiring Official is then responsible for notifying all applicants of their selection or non-selection. Please note: The selection is not considered final until the ANG AGR Manager has provided formal approval to the Hiring Official.

### **THE LOUISIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants are protected under Title VI of the Civil Rights Act of 1964. Eligible candidates will be considered without regard to race, color, religion, gender, national origin, or any other non-merit-based factor.

Note: Due to assignment restrictions in certain units and specific AFSCs/MOSs, some positions may have gender-specific requirements.

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*.