

NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24TH STREET  
LINCOLN, NEBRASKA 68524

***ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT***

**Announcement Number:** AGR-AF-17-019

**Closing Date:** 22 September 2017

**Position Title:** Command Post Specialist

**Location:** 155<sup>th</sup> ARW/CP, Lincoln, NE

**Military Grade Range:** Minimum MSgt/E-7 - Maximum CMSgt/E-9. Current UMD supports a maximum rank of MSgt/E-7 and promotion to SMSgt/E-8 or above will be contingent upon UMD position availability and controlled grade availability.

**Military Requirements:** Designated assignment for this position is 1C371. Current on-board AGR applicants must possess a SECRET or higher Security Clearance. Applicants must have an administrative score of 55 and a general score of 67, x-factor weight lift score of G and PULHES physical profile of 222121. **Applicants will review the qualifications for the award of this AFSC in the AFECD. Failure to review these qualifications may result in the applicant not being eligible for the position.**

**Area of Consideration:** All **on-board** members of the Nebraska Air National Guard in the grade of MSgt/E-7 to CMSgt/E-9 with a current or former 1C371 AFSC may submit an application for this position. (Does not apply to fenced AGR positions)

**Area 1 – AFSC Qualified**

**Area 2 – Non AFSC Qualified**

**General Requirements:** This position is located in the Wing Command Post (Command and Control Section) of a KC-135 Air Refueling Wing. The unit supports wing aerial refueling missions involving USAF, AFRES, and ANG flying units involving numerous types of military and military training missions. The types of missions and aircraft supported include every type and variety of air refuelable aircraft in the Air Force inventory including fighters, heavy airlift, and tactical bombers. This position plays an integral part in mission scheduling, mission planning, involving both aircrews, as well as contact with aircraft during the mission. The primary purpose is to effectively manage, direct and oversee the operation of command and control processes at the wing command post. Incumbent makes assignments, implements mission changes, ensures the work of the command post is carried out in an efficient and timely manner, and oversees all command and control training programs. Serves as the command and control subject matter expert for all wing activities. In addition, has primary responsibility to manage the wing's Status of Resources and Training Systems (SORTS) program.

**Summary of Duties:** (1) Establishes local procedures in compliance with command and control policies of the Joint Chiefs of Staff (JCS), Unified Commands, Air Mobility Command (AMC), United States Strategic Command (USSTRATCOM), National Guard Bureau (NGB), and federal. Informs the commander on the status, progress, problem areas, shortfalls, and limitations in command and control and recommends solutions to ensure mission accomplishment and national objectives are achieved. Responsible for writing mission plans in support of the wing's missions. Develops and

constructs aircrew Quick Reaction Books (QRB) and operational reports package to support the mission. Serves as the command and control subject matter expert for all wing-planning activities. Manages and supervises the daily activities of the command post to include flying operations, console operations, administration, and training. Negotiates memorandum of understanding (MOU) with various agencies as required. Serves as the Point of Contact (POC) for the wing on all issues pertaining to command and control. Serves as the wing's representative to all command and control conferences, workshops, and working groups. (2) Ensures adequate protection and procedures are in place to safeguard resources, to include the physical security of the command post, the Crisis Action Team (CAT) and critical support systems. Develops procedures for emergencies and contingencies such as evacuation, bomb threat, etc. Serves as the COMSEC Responsible Officer (CRO) for the command post COMSEC user account. Periodically reviews, validates, and projects COMSEC requirements to ensure required materials are in place to support the evolving missions. Ensures personnel are properly trained in the use of the COMSEC materials and procedures. Ensures command post complies with operational, communications, transmission, and computer security requirements. Serves as the Top Secret Control Officer (TSCO) for the wing's Top Secret Account. Ensures wing compliance IAW governing directives. (3) Serves as a key member of the CAT during operational events and briefs commander on all significant actions taken by the command post. Informs the commander on the status, progress, problem areas, shortfalls, and limitations in command and control and recommends solutions to ensure mission accomplishment and national objectives are achieved. Directs recall of wing personnel as required. Coordinates with other agencies in the development of all reference guides, checklists, and displays utilized by the CAT. Provides administrative support to track and log CAT events. (4) Manages all aspects of command and control reporting. Advises commander on status of all reportable events to include operational, Strategic Force Accounting Module (SFAM), situational reporting (SITREP), and Status of Resources and Training System (SORTS). Serves as the subject matter expert on all reporting requirements for base agencies. (5) Oversees the custodial control and accountability of the command post and CAT facility to ensure proper utilization of wing resources. Manages changes as a result of MAJCOM directives, to include the proper installation of new or upgraded systems and equipment. Develops initial budgetary requirements, programs available dollars and identifies unfunded requirements to support command post supplies, equipment, training, and travel based on mission tasking as well as fixed base operations. (6) Responsible for employee safety, command and control procedures, and work practices within the command post. Administers Occupational Safety and Health Administration (OSHA) programs as they pertain to the command post. (7) Monitors Inspector General (IG) and MAJCOM reports and write-ups for the command post. Interprets inspection findings, briefs commander and ensures applicable write-ups are answered. Devises and implements solutions to correct problem areas. Inspections include, but are not limited to, Headquarters Air Mobility Command (AMC), Headquarters 15th Air Force, Command COMSEC, Safety, topsecret Control Account audit, and security. Ensures self-inspections are conducted and evaluates results. (8) Manages the activities of assigned personnel. Assigns general and specific tasks for the accomplishment of the mission. Plans the work schedule to support operational events on a 24-hour basis to include the scheduling of personnel leave. Responsible for developing position descriptions, work performance standards and writing efficiency ratings. Interviews and recommends selection of personnel. Indoctrinates new employees, and ensures personnel complete all training and certification requirements IAW HHQ regulations. Takes affirmative action with consideration of Equal Employment Opportunity (EEO) in all aspects of personnel actions. Meets with personnel in regard to complaints and grievances and attempts to seek resolution. Evaluates personnel performance and handles all aspects of disciplinary actions. Make recommendations of subordinates for reassignment, commendations, and promotions. Coordinates the Support Personnel Manning Document (SPMD) requirements due to reassignments, promotions, retirements, and vacancies. Keeps employees informed of wing and National Guard Bureau (NGB) goals, objectives and policies, and informs

management of employee input and concerns. (9) Responsible for all Command and Control training programs. Oversees the development of all training products. Evaluates effectiveness of training programs through inspections, exercises, and testing. Responsible for training course maintenance, changes, and revisions. Oversees development of training plans IAW HHQ regulations, documents, and directives. Recommends certification and decertification of controllers and aircrew to the commander. Ensures controllers maintain certification in multiple areas, and aircrews maintain certification in Command and Control Procedures (CCP). Ensures aircrew members achieve 100% test results and controllers achieve 90% test results in CCP. Incumbents maintain proficiency in all areas certified. (10) Responsible for the management of the wing Status of Resources and Training Systems (SORTS) programs. Reviews all available SORTS data to ensure accuracy of unit reports. Prepares and presents formal SORTS briefing to the Wing Commander and Staff, IG, MAJCOM, State Headquarters and NGB. Ensures all unit monitors are trained and briefed as necessary on all aspects of the SORTS program, and maintains required documentation IAW HHQ directives. (11) Performs other duties as assigned.

## Application Instructions:

**Please read the application instructions as there have been changes to the application and process for applying.**

**!!! IMPORTANT NOTICE!!!**

**Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.**

E-mail may be sent to [ng.ne.nearng.list.hro-agr-job-apps@mail.mil](mailto:ng.ne.nearng.list.hro-agr-job-apps@mail.mil) with a subject line of "Job Application AGR-AF-\_\_-\_\_ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted. Applications submitted in binders or document protectors will not be accepted.** Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

**Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.**

Yes  No 1. **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111.** This form can be downloaded from the **Nebraska National Guard Opportunities webpage. Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. \_\_\_\_ (Initials)

Yes  No 2. **Records review RIP / SURF Sheet** \_\_\_\_ (Initials)

Yes  No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR)**, or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. \_\_\_\_ (Initials)

Yes  No 4. **Current Point Credit Summary** - Applies to Reserve Component Only \_\_\_\_ (Initials)

Yes  No 5. **Current Flying History Report** (if applicable) \_\_\_\_ (Initials)

Yes  No 6. **AF 422 or AF 1042** (showing current physical PULHES) and PHA within 12 months \_\_\_\_ (Initials)

Yes  No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History** Member must provide current documentation **from their fitness monitor** showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. \_\_\_\_ (Initials)

*The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.*

**Mail applications to:** NE National Guard  
Human Resource – AGR Branch  
2433 NW 24<sup>th</sup> Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.*