

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-17-018

Closing Date: 22 September 2017

Position Title: Command Post Specialist

Location: 155th ARW/CP, Lincoln, NE

Military Grade Range: Minimum MSgt/E-7 - Maximum SMSgt/E-8. 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 SMSgt/E-8 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 KJC-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 aircraft, and tactical bombers. This position plays an integral part in mission scheduling, mission planning, involving aircraft and aircrews, as well as contact with aircraft during the mission. This position carries out essential duties of the wing on a 24/7 basis as the Wing Command Post, monitoring and carrying out duties involved with base wide security, emergency aircrew recall, the base Crisis Reaction Team, and similar duties critical to the conduct of the mission assigned to the wing.

Summary of Duties: 1. Transmits instructions to aircrews and support assets to coordinate launch, recall, execution, and terminating missions in support of operational events. Maintains certification in the Emergency Action Procedures (EAP) of the Joint Chiefs of Staff (JCS), Unified Commands, Air Mobility Command (AMC), United States Strategic Command (USSTRATCOM), and National Guard Bureau (NGB). Learn and retain for instant recall and reference, a considerable body of knowledge related to EAP. In a minimum of time and without error, controllers must be able to copy, decode, validate, process and relay the message to appropriate personnel and complete checklist actions in response to any tasking received from HHQ. Establishes priority of actions based on a variety of situations, and uses judgement to resolve multiple tasking received simultaneously.

Controls movement and status of the alert force, and coordinates alert force requirements with key base agencies such as Federal Aviation Administration (FAA) tower, Central Security Control (CSC), Maintenance Operations Center (MOC), and Fire Department. Serves as the key point of contact on all matters concerning crews, aircraft, the alert facility, Crisis Action Team (CAT), and the Command Post. Provides a variety of briefings to the CAT and the alert force. Responds to numerous quick response situations initiating Quick Reaction Checklists (QRCs). Executes and supports all aspects of Tanker Strategic Aircraft Reconstitution Team (TSART) procedures. Utilizes a variety of communications security (COMSEC) documents in accomplishing the mission. Utilizes numerous voice and record communications systems as the primary link between the Wing Commander, CAT and HHQ to accomplish command and control duties and responsibilities. Advises the commander of recommended command and control actions during operational events. Accomplishes recall of the CAT and wing personnel as directed by the commander or HHQ. 2. Gathers information for Operational Reporting (OPREP) regarding significant events or incidents involving personnel and wing assets that require reporting to HHQ, Contingency Operations, significant peacetime events, and state emergency situations. Advises the commander on reporting requirements. Categorizes events to determine the level of notification required. Prepares, determines classification and precedence, numbers, records, and releases reports via voice and record copy. Evaluates and interprets situations which would require multiple reports to be submitted on events that are ongoing. Reviews and updates information in required MAJCOM databases to reflect status of aircraft and crews. Convenes voice reporting conferences and determines who should be included in said conferences. Responsible for submission of OPREP reports for wing agencies and tenant units. Incumbents maintain certification in this area. 3. Dictates which methodology and systems are to be used in tracking diverse aircraft mission movement. Selects and submits numerous mission movement reports in support of wing and HHQ tasking. Data provided by the controller must be properly formatted and error free to interface with HHQ flight management systems. Interprets and coordinates mission changes with on base and HHQ. Evaluates and interprets mission changes which would require multiple reports to be submitted. Coordinates high priority missions with the CAT and HHQ. Coordinates on base support for wing and transient aircraft as a result of mission movement reports. Provides information to aircrews concerning clearances to operate aircraft, weather and field conditions, divert airfield status, and pertinent operating and procedural instructions. Controls the movement of aircraft on the unit's ramp. Alerts aircrews to meet mission requirements in response to HHQ tasking. Receives arrival and departure messages making queries concerning overdue aircraft and notifying the appropriate authorities. Monitors primary crash phone system, and activates and transmits emergency information on secondary crash circuits as required. Incumbents maintain certification in this area. 4. Submits flight plans and coordinates changes to FAA via Aeronautical Information System (AIS) or voice systems to support flying (mission) operations. Must have extensive knowledge concerning both domestic and international flight planning. Prior to submission of flight data, will review and evaluate proposed flight plan for technical accuracy and compliance with appropriate directives. Provide a variety of briefings to aircrews concerning safety of flight issues such as Notice to Airmen (NOTAMS), airfield advisories, weather, etc. 5. Performs other related 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 nq.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 24th 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.