

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524**

***NATIONWIDE ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT***

**Announcement Number:** AGR-AF-24-058  
(Start o/a 01 July 2025)

**Closing Date:** 25 October 2024

**Position Title:** Chief of Public Affairs

**Location:** 155 ARW, Lincoln, NE

**Military Grade Range:** Minimum Immediately Promotable TSgt/E6 - Maximum SMSgt/E8  
(SMSgt dependent upon Controlled Grade availability)

**Military Requirements:** Designated AFSC for this position is 3N076. Must maintain Secret security clearance. **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 members of the Nebraska Air National Guard or those eligible to become members in the grades of E6 – E8 that are fully qualified as a 3N076 may apply for this position.

**Specialty Summary:**

Plans, organizes, coordinates, and conducts command information, community engagement, and media operations activities. Engages in digital and print photojournalism, to include photographing, writing, editing, and managing content for base websites and other social media platforms, periodicals, guides, pamphlets, and fact sheets. Provides operational war fighting documentation, supports Air Force [or DOD] communication efforts by preparing material for use by internal and external audiences, and conducts broadcast, production operations and graphic illustrations. Captures, stores, enhances, crops, captions, prints, or transmits audio, video, and still imagery through secure and unsecure systems. Prepares and releases news for internal audiences and media, arranges and conducts tours, and other community engagement activities. Researches and writes speeches. Documents visual history of the Air Force mission.

**Duties and Responsibilities:**

- 2.1. Prepares, edits, and distributes public affairs program material. Determines best medium and message content to reach key audiences. Advises commanders at all levels and their staffs on the internal, media operations, and community engagement implications of plans, policies, and programs. Applies communication theory and techniques to public affairs activities for most effective resource use.
- 2.2. Prepares and releases news and imagery for internal and public audiences. Establishes procedures for collecting, evaluating, and distributing products. Conducts research and interviews subject matter experts. Photographs, writes, and edits news, features, editorials, captions, and other types of copy. Reviews material for compliance with local and Air Force policy and operational security.

2.3. Supervises or directs documentation, broadcast, and production functions. Manages resources to support Air Force public affairs plans and programs. Coordinates messages and themes for use by internal and external audiences.

2.4. Determines equipment requirements, researches subject matter, and establishes shooting outlines. Performs operational equipment checks and preventative maintenance. Assists in selecting shooting locations. Determines camera angles, lighting, and special effects. Operates camera, lighting, microphones, and related equipment. Acquires data for captions, background material, cover stories, and logs. Ensures proper slating and identification.

2.5. Prepares photographic assignments. Coordinates with customers. Acquires imagery in controlled, uncontrolled, and combat environments. Applies principles of photographic composition. Conceives, visualizes, and produces images. Accomplishes combat documentation, investigative, informational, editorial, and other photography. Obtains data, writes captions, and cover stories. Selects and crops pictures for layouts and picture stories. Performs digital photographic acquisition processing and printing. Selects, inspects, and tests camera, and digital photographic processing systems. Determines and uses appropriate camera, lens, filters, lighting, and accessory equipment. Obtains optimum exposures using various meters, electronic flash, and exposure control methods. Uses light intensifier tubes (night vision). Operates communications equipment to transmit, receive, and archive images, in garrison and under field conditions. Complies with copyright, reproduction, and alteration restrictions.

2.6. Performs investigative/forensic video documentation to include legal, safety, medical, and criminal requirements. Responds to natural disasters and incidents such as vehicle accidents, aircraft mishaps, suicides, homicides, domestic abuse, and sexual assault. Performs medical documentation, to include autopsies, and surgical procedures. Coordinates with medical staff to perform clinical and surgical micro and macro photography using specialized photographic cameras and lighting equipment.

2.7. Performs historical documentation. Maintains archive library and ensures appropriate accessioning of media.

2.8. Performs ground and aerial video documentation to include combat and non-combat operations.

2.9. Conducts aerial photo and video documentation and coordinates with aircraft commander to ensure proper aircraft positioning and maneuvering. Determines techniques to be used in aerial documentation. Supports scientific analysis, test documentation, and aerial documentation requirements.

2.10. Produces news and information products to support mission requirements. Develops scripts, graphics, special effects, and audio/video material. Prepares and schedules program elements and products for distribution.

2.11. Programs, directs, and hosts radio and television broadcasts. Reviews program materials for sensitivities before airing. Coordinates receipt and disposition of program materials. Operates radio and television broadcast equipment. Arranges remote broadcast coverage of special events.

2.12. Conducts media operations. Maintains liaison with media. Receives queries for news media, researches and obtains information, coordinates answers, and provides response to news media. Establishes personal contact with local and regional news media. Receives visiting news media, makes arrangements for interviews, provides briefings, and escorts media representatives. Assists with news conferences and establishes and operates media center for contingency operations. Prepares and disseminates current imagery to media outlets. Supports Joint Hometown News Service.

2.13. Conducts crisis communication. Writes and maintains accident and other contingency plans. Responds to accidents and incidents.

2.14. Conducts community engagement activities. Maintains liaison with local and regional government and civic leaders. Develops

promotional material on military events of interest to surrounding civilian communities. Prepares material for presentation to civic groups and arranges for and assists military speakers. Plans base tours, orientations, and open houses for local community members.

2.15. Conducts quality review on all public affairs products prior to release. Continuously collects, measures, and analyzes communication program effectiveness.

2.16. Documents joint operations, exercises, and contingencies for internal and external use. Provides leadership with decision-making tools. Photographs under austere conditions day and night, in any weather condition. Records real-time historic events globally.

2.17. Performs studio operations. Arranges studio lighting, backdrops, and determines subject placement. Captures full-length and portraiture imagery.

### **Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: basic communication theory; regulations, directives, and policies governing concerning release of information; Public Affairs, American Forces Network, and Combat Camera activities; research methods; interview techniques; broadcast journalism; broadcast equipment capabilities including video camera operations, video editing systems, audio, lighting, and studio equipment; principles of video framing, compositions, visualization, storytelling, and audio and video editing; video production and documentation of military events and features; methods of researching public attitudes; community engagement practices; composition, grammar, and spelling; news writing and editing; layout and design; photographic theory, aesthetics, and technology; camera operation and imagery production systems; characteristics of digital light sensors; color correction; exposure and processing effects; imagery evaluation; digital image noise and resolution; community engagement techniques and practices.

3.2. Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Courses in creative arts and communications are advantageous.

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

3.3.1. 3N036. Completion of the Mass Communication Foundations Course is mandatory.

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

3.4.1. 3N056. Qualification in and possession of AFSC 3N036. Experience supervising and performing Public Affairs functions. Airmen who held the AFSC of 3N0X2 or 3N0X5, must have completed the Public Affairs Consolidation training by 31 Oct 2021 to maintain their current skill level.

3.4.2. 3N076. Qualification in and possession of AFSC 3N056. Experience managing and directing Public Affairs functions. Airmen who held the AFSC of 3N0X2 or 3N0X5, must have completed the Public Affairs Consolidation training by 31 Oct 2021 to maintain their current skill level.

3.5. Other. The following is mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color vision as defined in AFI 48-123, Medical Examinations and Standards.

3.5.1.2. A favorable evaluation of a voice audition.

3.5.1.3. See attachment 4 for additional entry requirements.

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

3.5.2.1. Absence of any speech impediment, and ability to read aloud and speak distinctly.

3.5.2.2. The Career Field Manager will consider waivers for E in the PULHES area with a value greater than 1. Waivers exceeding mandatory AFSC requirements will be considered on a case-by-case basis by the CFM.

3.5.2.3. Specialty requires routine access to Secret material or similar environment. For award and retention of AFSCs 3N0X6, completion of a current National Agency Check, Local Agency Checks and Credit (NACLIC) IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program.

## 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@army.mil](mailto:ng.ne.nearng.list.hro-agr-job-apps@army.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 <https://ne.ng.mil/Employment/Job-Announcements/>. **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 or SURF Sheet** \_\_\_\_ (Initials)

Yes  No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR),** or Statement addressing missing reports. \_\_\_\_ (Initials)

Yes  No 4. **Current Point Credit Summary** - Applies to Reserve Component/ANG Only \_\_\_\_

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

Yes  No 6. **AF 422 or DD 2992** (showing current physical PULHES) or MFR from Med Group \_\_\_\_ (Initials)

Yes  No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History** Member must provide current documentation 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. The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.*