

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

ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-25-036

Closing Date: 16 September 2025

Position Title: Command Post NCOIC

Location: 155th ARW, Lincoln, NE

Military Grade Range: Minimum TSgt/E-6 - Maximum SMSgt/E-8 (contingent upon availability of control grade)

Military Requirements: Must hold AFSC 1C371. Must hold/maintain Top Secret Clearance. Must be current or former CCP Instructor and Command and Control Training Manager. Desire experience in Command and Control QA and Force Readiness Reporting.

Area of Consideration: Open to current members serving the Nebraska Air National Guard.

Specialty Summary:

Prior experience as a Command and Control (C2) Procedures Instructor is required, demonstrating the ability to effectively deliver comprehensive training programs and facilitate knowledge transfer in operational environments. In addition, prior experience as a Command and Control Training Manager is essential, with a strong track record of managing, developing, and overseeing C2 training initiatives, ensuring alignment with organizational objectives and operational readiness standards.

Duties and Responsibilities:

Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of CP operations. Initiates receives, and takes action on alert messages. Coordinates and maintains readiness reporting program ensuring timely reporting and HHQ coordination with assigned units. Flight-follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information to and from aircrews. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key

personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensures proper use and control of resources and classified material. Develops and evaluates CP processes. Performs self-assessments. Ensures operational readiness and adherence to standards. Recommends actions to correct CP procedural deficiencies. Develops and maintains command post quality assurance program. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied. Prepares and submits operational, defense readiness, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and defense readiness reports. Establishes procedures for operational and defense readiness reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate. Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Instructs command and control procedures initial and recurring training. Develops and trains command post controllers to include master task lists and training plans. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Establishes manpower, communications, equipment, and facility requirements. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains CP personnel, information, operations, computer, emission, industrial and physical security programs. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: Air Force organization and administration; JADO; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment.

3.2. Education. For entry into this specialty, completion of high school or General Education Development Equivalency is mandatory. Courses in English or oral communication is desirable.

3.3. Training. For award of the AFSC 1C331, completion of the Command and Control Operations Apprentice Course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. 1C351.

Qualification in and possession of AFSC 1C331. Also, experience performing functions of C2 operations.

3.4.2. 1C371. Qualification in and possession of AFSC 1C351. Also, experience performing or supervising functions of C2 operations.

3.4.3. 1C391. Qualification in and possession of AFSC 1C371. Also, experience managing and directing C2 Operations functions.

3.5. Other. The following are mandatory as indicated: 3.5.1. For entry into this specialty for initial accessions:

3.5.1.1. Meet mandatory AFSC aptitude, physical profile, and citizenship entry requirements as identified in attachment 4.

3.5.1.2. **NOTE 1:** Entry into AFSC 1C3X1 is not open to non-United States Citizens or members with dual-citizenship status.

3.5.1.3. Must pass Reading Aloud Test as defined in current version of Medical Standards Directory (MSD).

3.5.1.4. Must have a S-1 profile (for PULHES clearance)

3.5.1.5. Completion of the Command and Control operations Apprentice Course in residence is mandatory.

3.5.2. For entry into this specialty for personnel in **retraining status:** 3.5.2.1. Retraintees are only accepted IAW the following: E-1 through E-5 (no Time in Service (TIS) restrictions), E-6 (less than 12 years TIS). SNCOs are not accepted without prior coordination of the 1C3 CFM. NOTE: TIS/grade restrictions do not apply to the ARC.

3.5.2.2. Meet mandatory AFSC aptitude, physical profile, and citizenship entry requirements as identified in attachment 4.

3.5.2.3. Must pass Reading Aloud Test as defined in current version of Medical Standards Directory (MSD).

3.5.2.4. Must have an S-1 profile (for PULHES clearance).

3.5.2.5. Interviewed and recommended by a 1C3 SNCO (retraining action needed for entry into 1C3X1 IAW AFMAN 10-207, Command Posts.) **NOTE:** Retraining interview do not apply to the ARC. Must be screened for eligibility for Personnel Reliability Assurance Program (PRAP) as outlined in the HQ AETC PRP Prescreening Guidance and deemed a suitable candidate for follow-on PRAP duties. PRAP standards are outlined in DoDM 5210.42 DAFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*.

3.5.2.6. **NOTE 1:** AETC/A2N will only make recommendations for PRP, not for AFSC classification. Note 2: PRAP Screening does not apply to the ARC.

3.5.2.7. Completion of the Command and Control Operations Apprentice Distance Learning Course is mandatory.

3.5.3. For entry, award, and retention of these AFSCs: 3.5.3.1. No history or record of psychiatric hospitalization that results in unresolved diagnosis or prolonged medical treatment (or observation) which precludes execution of daily AFSC duties and/or reasonable judgment.

3.5.3.2. No history or evidence of personality disorder, substance use disorder, emotional instability or impulsive behaviors as diagnosed by a competent medical authority (examples include but are not limited to: alcohol/drug misuse, intentional self-injury, difficulty controlling/intense anger or sadness, etc.) which precludes execution of daily AFSC duties and/or reasonable judgment.

3.5.3.3. No evidence or history of misconduct that resulted in a court martial conviction (examples include, but are not limited to: illicit drug use, financial irresponsibility, physical or sexual assault, domestic violence, discrimination, harassment, threats, or reprisal, etc.). For award, waiverable on a case-by-case basis by the 1C3 CFM.

3.5.3.4. Must have a S-1 profile (for PULHES clearance) for entry. For retention, Commanders should contact the 1C3 CFM, or their respective 1C3 MFM, for questions on retaining a member in the 1C3 AFS.

3.5.4. For award, and retention of these AFSCs: 3.5.4.1. Must maintain certification according to AFMAN 10-207, Command Posts.

3.5.4.2. Must obtain initial certification within 180 calendar days from date entered training.

3.5.4.3. Must maintain local network access IAW 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security (COMPUSEC)*.

3.5.4.4. Specialty requires routine access to Tier 5 (T5) information, systems, or similar classified environments. Completion of a current T5 Investigation IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*.

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3.5.4.5. Individuals with suspended clearances greater than 180 calendar days will be considered for removal from the AFSC.

3.5.4.6. Reclassified and/or retraining personnel may enter the career field with a Secret clearance. NOTE: Award of the entry level without a completed T5 Investigation is authorized provided an interim Top Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16-405, *Air Force Personnel Security Program*.

3.5.4.7. Must have a S-1 profile (for PULHES clearance). For retention, Commanders should contact the 1C3 CFM, or their respective 1C3 MFM, for questions on retraining a member in the 1C3 AFS.

3.5.4.8. **NOTE:** All AFSC withdrawals must be coordinated with HAF AF/A3TC

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 unless requested.

Please review your application for accuracy before you submit to HRO.

Nothing will be added to the application after 1600 hours on the closing date.

Application packets sent to courtney.ybarra@us.af.mil with a subject line of "Job Application AGR-AF-__ (list job announcement number)".

Electronic applicants will be submitted as ONE flowing 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.

- Candidates may apply by submitting a completed Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1. Reference ANGI 36-101 Para 4.2 the following documents must be submitted. Packets without the appropriate documents or written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

___Yes___No **Application NGB Form 34-1, dated 20131111. This form can be downloaded from the Nebraska National Guard Opportunities webpage. Previous versions will not be accepted.** _____(Initials)

___Yes___No **Current RIP or SURF report within 12 months of closing date.** _____(Initials)

___Yes___No **Last 3 Evals (EPB/OPB) – If not current, provide statement addressing missing reports.** _____(Initials)
Does not apply to traditional enlisted Airman or if you have not acquired 3 evaluations

___Yes___No **Current Point Credit Summary within 12 months of closing date.** _____(Initials)
Applies to Reserve Component/ANG Only

___Yes___No **Current Flying History within 12 months of closing date.** (if applicable)
_____(Initials)

___Yes___No **Current AF422 or DD2992 within 12 months of closing date.** _____(Initials)
If forms are not current – contact medical for updated forms

___Yes___No **Current Fitness Assessment within 12 months of closing date.** _____(Initials)
Member must provide current documentation showing they meet the **fitness standard score of 75 or higher**

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, sex, religion, national origin or ethnicity.