

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

NATIONWIDE ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT

Announcement Number: AGR-AF-21-031

Closing Date: 15 Oct 2021

Position Title: Airfield Management

Location: 155th OSS, Lincoln, NE

Military Grade Range: Minimum SSgt/E-5 Maximum MSgt/E-7

Military Requirements: Designated assignment for this position is 1C7X1. Must be AFSC qualified. Must be able to obtain and maintain a 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 current members of the Nebraska Air National Guard and those eligible to become members in the grade of SSgt/E-5 to MSgt/E-7 that have the 1C7X1 AFSC may submit an application for this position.

Area 1 – AFSC Qualified

Area 2 – N/A

Specialty Summary: Manages airfield operations, coordinates with civil engineering, safety, air traffic control and various other base agencies to ensure safe aircraft operations within the airfield environment and through the national and international airspace systems. Related DoD Occupational Subgroup: 155600.

Duties and Responsibilities:

- 2.1. Performs airfield inspections and checks to include runways, taxiways, aprons, pavements, arresting systems, signs, lighting and airfield clearance areas. Responds to wildlife, foreign object debris and other flight safety hazards affecting the airfield environment. Coordinates with base agencies for support of airfield facilities.
- 2.2. Provides aircrews pre-flight briefings. Briefs pilots current airfield status; arresting system configuration, runway surface conditions, correct taxi routes and any hazards to operations in person and via air-to-ground radios. Advises aircrews of flight planning procedures applicable to the local area preferred departure routes. Coordinates transient air crew support with applicable base agencies for billeting, messing, refueling, transportation, and transient aircraft maintenance.
- 2.3. Procures, maintains, and produces information regarding the safe operation of aircraft on the airfield and through the national and international airspace systems. Information includes aircraft prior permission, Flight Information Publications, Notice to Airmen (NOTAM), local airfield and navigational aid status, and aircraft parking plan utilization.
- 2.4. Reviews, interprets and enforces policies, instructions and directives pertaining to airfield operations. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include operational procedures, training and certification requirements, and violation remedial actions.
- 2.5. Performs expeditionary airfield management functions in support of USAF Agile Combat Support Concept of Operations for worldwide deployment of DoD aircraft.

Specialty Qualifications:

- 3.1. Knowledge. Knowledge is mandatory of: International Civil Aviation Organization (ICAO); North Atlantic Treaty Organization (NATO); United States federal and military airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational areas.
- 3.2. Education. For entry into this specialty, completion of high school with a course in typing, speech and basic knowledge of computers is desirable.
- 3.3. Training. The following training is mandatory as indicated: 3.3.1. 1C731. Completion of the Airfield Management Apprentice course for award of the AFSC indicated.
- 3.3.2. 1C771. Completion of the Airfield Management Advanced Distributed learning System Craftsman Course and additional training requirements outlined in AFI 13-204v1, Operations Career Field Development.
- 3.4. Experience. The following experience is mandatory for award of the AFSC indicated: 3.4.1. 1C751. Qualification in and possession of AFSC 1C731. Also, experience in Airfield Management Operations functions such as: airfield checks, NOTAM processing, emergency response actions, and maintaining flight information data and supportive displays.
- 3.4.2. 1C771. Qualification in and possession of AFSC 1C751. Also, experience performing and supervising Airfield Management functions such as; airfield checks and inspections, overseeing airfield construction or repairs, processing airfield waivers, or conducting airfield surveys. NOTE: TSgt or above must obtain airfield manager qualification.
- 3.4.3. 1C791. Qualification in and possession of AFSC 1C771 and SEI 368. Also, experience managing functions such as airfield management activities, preparing or reviewing policies and directives for airfield management or ensuring coordination with agencies to improve airfield management functions.
- 3.5. Other. The following items are 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. Ability to speak distinctly in person and over air-to-ground radios.
- 3.5.1.3. See attachment 4 for additional entry requirements.
- 3.5.2. For award and retention of these AFSCs: 3.5.2.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.
- 3.5.2.2. Must maintain certifications according to AFI 13-204v3, Airfield Operations Procedures and Programs.
- 3.5.2.3. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
- 3.5.2.4. Specialty requires routine access to Secret material or similar environment.
- 3.5.4. For award and retention of AFSCs 1C7X1 and 1C700:
- 3.5.4.1. Completion of a current National Agency Check, Local Agency Checks and Credit (NACLC) according to AFI 31-501, Personnel Security Program Management.
- NOTE: Award of the 3-skill level without a completed NACLC is authorized provided an interim Secret security clearance has been granted according to AFI 31-501.

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 <mailto:ng.ne.nearng.list.hro-agr-job-apps@mail.mil> with a subject line of "Job Application AGR-AR-__-__ (list job announcement number)". Encrypted emails can be accomplished using DoD Safe at <https://safe.apps.mil>. 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 2992** (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.