

NATIONWIDE
Arizona Air National Guard

Active Guard/Reserve (AGR) Announcement
JOINT FORCES HEADQUARTERS/HRO
5636 East McDowell Road, Bldg M5710
Phoenix, Arizona 85008-3495
PHONE (602) 629-4821: DSN 853-4821
WEBSITE: www.azguard.gov/hro

ANNOUNCEMENT NUMBER: 15-305A	OPENING DATE: 8-Jul-2015	CLOSING DATE: 29-Jul-2015
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POSITION TITLE, SERIES, GRADE AND POSITION NUMBER: COMMAND AND CONTROL SPECIALIST, GS-2101-09, TCD1491000, SSgt/E5, MPCN: 89003734

****Applicants who currently possess a military grade one grade level higher than above posted grade level may be considered for this vacancy. If an over graded applicant is selected they must be reduced in grade prior to being accessed into this position. Applying for and accepting a lower graded military position is considered a voluntary reduction in grade and the individual will not be considered promotion for 24 months preceding their voluntary reduction in grade date.****

APPOINTMENT FACTOR: OFFICER <input type="checkbox"/> ENLISTED <input checked="" type="checkbox"/>	AFSC: 1C351	ASVAB: G: 67 A: 55
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LOCATION OF POSITION: 161st Air Refueling Wing, Phoenix, Arizona
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AREA OF CONSIDERATION: This position is the Active Guard and Reserve Force and is **open to current members and those eligible for membership of the 161st ARW, Arizona Air National Guard.** Individual selected will receive an Active Duty Title 32 Tour with the Arizona Air National Guard. In order to be considered for this position applicants must meet minimum qualifications. **PCS funds are authorized.**

NOTE: Position is UTC tasked.

NOTE: Must possess minimum AFSC 1C351 or higher.

NOTE: Must possess a Top Secret Security Clearance and not had a clearance suspended, revoked, or denied.

NOTE: This position is subject to rotating 12 hour day and night shifts to include weekends and holidays.

NOTE: This position requires recurring performance evaluations and closed-book examinations to maintain certifications. Failure to maintain a certification is cause for termination.

NOTE: Selected applicant's start date must be after date MCR to fund position is approved; estimated to be approved/funded 1 July 2015.

INSTRUCTIONS FOR APPLYING:

Applications must be submitted following the instructions on this announcement. Incomplete applications will not be processed. Written explanation is required for any missing documents. The following items are mandatory for all AGR announcements:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position.**
- **AZ Form 34-1, Arizona AGR Application Supplement**
- **AZNG Form 335-1-R, Military Brief**
- **AZNG Forms 335-2-R, Knowledge, Skills and Ability Supplement**
- **SF 181, Ethnicity and Race Identification**
- **Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (vMPF). Select 'Record Review' and then 'Print/View All Pages'. *For Enlisted Members, documents MUST show your ASVAB scores. Officers are NOT required to provide Armed Forces Skill Assessment Testing.***
- **Copy of current Fitness Test scores with a 75 or higher. If exemptions exist please include the AF 469. Must be within 12 months.**
- **Copy of AF Form 422, Physical Profile Serial Report and AF Form 1042 (for flight status), Flight Physical. (Both forms must be current within 12 months) This form can be obtained from your Wing Clinic.**

➤ **Letter of verification of Security Clearance from local Security Manager.**

APPLICATIONS MUST BE MAILED OR HAND CARRIED TO: Human Resources Office, 5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495. Applications must arrive by close of business (1530 MST) on the closing date shown above. Applications postmarked on the closing date will be considered late and will not be accepted. The Human Resources Office will not accept applications that are mailed at government expense or forwarded through an internal mail system. Faxed applications will not be accepted. **Electronic applications are only accepted for those employees who are mobilized. NO BINDERS OR BOUND DOCUMENTS PLEASE.**

NATIONAL GUARD REQUIREMENTS:

1. Must be in compliance with physical fitness, height, weight, and body fat measurement standards as listed in AFI 36-2905.
2. You must have completed a medical examination in accordance with AFI 48-123 within the 12 months preceding your entry into the AGR program. Women will be tested for pregnancy before entering the AGR program. HIV must be current within 6 months.
3. If required, we will initiate an investigation for a security clearance. Unfavorable results will be cause for your immediate separation.
4. Individuals selected for AGR tours who cannot obtain 20 years of Active Federal Service prior to reaching mandatory retirement, age 60 for enlisted personnel, or mandatory separation date for officers and those within their first 24 months of an AGR assignment or reassignment must submit a waiver request through the HRO remote to the HRO for Waiver for Exceptional Circumstances prior to the closing date of this announcement. Waivers must justify why request is in the best interest of the unit, State, or Air National Guard.
5. You must meet eligibility requirements of AFM 36-2108 (Airman Classification) and AFI 36-2105 (Officer Classification), and ANGI 36-101 (The Active Guard/Reserve Program).
6. AGRs will not be reassigned during the first 24 months of their initial tour or within the first 24 months of reassignment, except in the event of an approved waiver from the Human Resource Officer prior to announcement closing date.
7. Applicants for E-8 positions must have the ability to complete Senior Noncommissioned Officer Academy within 36 months of assignment IAW para 2.23.1 of ANGI 36-2101.
8. Individuals selected for Control Grade positions must meet requirement as stated in ANGI 36-101.

Acceptance of this position requires participation in the Direct Deposit/Electronic Funds Transfer Program

EVALUATION PROCESS: Each applicant must **FULLY SUBSTANTIATE** on their application how they meet the requirements listed in the specialized experience area; otherwise applicant will be considered unqualified for this position. Applications will be evaluated solely on information supplied in the application (NGB Form 34-1) or resume. Experience will be evaluated based on relevance to the position for which application is being made. Include job titles, starting and ending dates (month and year), hours per week, salary, duties/accomplishments, employer(s) name and address, and supervisor(s) name/phone number and permission to contact.

EQUAL OPPORTUNITY: The Arizona National Guard is an Equal Opportunity Employer. Selection for this position will be made without regard to race, religion, age, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR SUCCESSFUL PERFORMANCE IN THIS POSITION:

Each applicant should fully justify on their application how they meet each KSA listed below using AZNG Form 335-2-R to reference the justification.

1. Knowledge of Air Force, Air Mobility Command, and US Strategic Command, command and control procedures.
2. Knowledge of, and ability to interpret, USAF and USSTRATCOM Emergency Action Messages, force readiness changes, and launch and execution directives.
3. Knowledge of Air Mobility Command (AMC) flight-following/mission monitoring systems and procedures.
4. Knowledge of NGB, AMC, and USAF operational reporting systems and procedures.
5. Knowledge of requirements for the protection of classified information.
6. Ability to operate communications equipment such as computer, phones, radios, visual and audible alert systems.
7. Ability to research and interpret rules, policies, and regulations and develop written guidance, checklists, O.I.s, etc. in support of requirements.
8. Ability to communicate effectively both orally and in writing.

SPECIALIZED EXPERIENCE: Individual must possess the 1C351 AFSC or have 24 months specialized experience, which demonstrates possession of the knowledge, skills, and abilities (KSAs) listed for this position, as well as the personal characteristics and maturity necessary to the successful performance in this position.

BRIEF JOB DESCRIPTION: This position is located in the Wing Command Post, Wing headquarters division. Provides the single link between Air Mobility Command (AMC), United States Air Force (USAF), United States Strategic Command (USSTRATCOM), Air National Guard (ANG) headquarters and Wing Commander in all matters relating to the Command and Control (C2) of unit resources. Serves as the Wing Commander's executive agent for implementing USAF and USSTRATCOM Emergency Action Procedures (EAP). Utilizes various secure and non-secure communications systems to receive AMC, USSTRATCOM, and USAF alert directives. Receives, validates and initiates required action in response to USAF and USSTRATCOM Emergency Action Messages (EAM). Exercises command and control of generated forces to ensure immediate response to alert notifications and coordinates response requirements with key base and civilian agencies such as FAA tower, Security

Forces, and Maintenance. Accomplishes Emergency Action and quick reaction checklists in response to peacetime, contingency, wartime and emergency situations to include; ground emergencies, natural disasters, aircraft accidents/incidents, aircraft/base evacuation, threat notifications, communications/power outages, hijacking, sabotage, as well as alert directives and other command interest items. Executes mission monitoring of unit's peacetime, contingency, and wartime flying operations. Coordinates, directs, monitors and reports mission movement during pre-, in-, and post-flight phases with on and off base agencies to ensure successful mission accomplishment. Provides pre-flight mission data to aircrews to include weather, alerting procedures, local conditions, aircraft status, user status/requirements, call signs, and mission status. Assists aircrew in the preparation of flight plans for domestic and international flights. Reviews flight plans for accuracy and submits to Air Traffic Control Centers, Flight Service Stations and enroute locations via Aeronautical Information System Replacement (AISR) and/or voice systems, as necessary. Reviews and coordinates daily flying schedule with Operations, Maintenance, assigned aircrews, Security Forces, and supported units. Initiates search and rescue actions with military and civilian authorities for overdue aircraft. Monitors primary crash phone system and coordinates emergency response actions as necessary. Monitors and updates missions in the Global Decision Support System (GDSS) to ensure up-to-date aircraft location, status, and itinerary (Mission Monitoring). Provides after hour support for wing and transient aircraft and crews. Reports changes in aircraft and alert status as well as movement to USSTRATCOM using computer based systems and various reports templates. Receives, controls, issues, protects and destroys COMSEC and other classified materials and documents. Utilizes various COMSEC materials in support of peacetime and wartime mission execution to include authentication and cipher documents. Acts as the wing focal point for Operational Reporting and advises commander on all reporting requirements. Prepares and submits Operational Reports for significant events and incidents involving personnel, assets, or situations affecting unit readiness to the Arizona National Guard Joint Operations Center (AZ JOC), ANG Operations Center, HQ AMC, USSTRATCOM, and NMCC. Prepares Operational Reports and coordinates their release via voice and record-copy systems with the Wing Commander. Provides updates on events/incidents to the commander and applicable HHQ agencies/departments as necessary. Reports status of aircrew, aircraft, alerting systems, airfield conditions, weather conditions, communications capabilities, and any pertinent changes to wing readiness to ANG, AMC and USSTRATCOM. Provides entry control to the command post which contains alerting communications packages, wartime execution plans and classified documents. Maintains certifications in Emergency Actions (EA) and Command and Control Operations (C2OPS). Maintains daily log of events pertinent to unit or command post operations. Performs other duties as assigned.

SELECTING OFFICIAL: CMSgt Jerry Shepherd COMM: 602-302-9215/9071
