

**NATIONWIDE
NATIONAL GUARD OF ARIZONA
HUMAN RESOURCE OFFICE
5636 E. McDowell Road, Bldg M5710, Phoenix, AZ 85008-3495
PHONE (602) 629-4821; DSN 853-4821
WEBSITE: <https://dema.az.gov/azng-human-resources>
**EXCEPTED
TECHNICIAN VACANCY ANNOUNCEMENT****

ANNOUNCEMENT NUMBER: 15-399T OPENING DATE: 2-Sep-2015 CLOSING DATE: 18-Sep-2015

POSITION TITLE, SERIES, GRADE, AND POSITION NUMBER:

COMMAND AND CONTROL SPECIALIST, GS-2101-07/09, TCD1491000, SSgt/E5, MPCN:86017134

APPOINTMENT FACTORS: OFFICER

ENLISTED

SALARY RANGE:

SUPERVISORY MANAGERIAL

GS07: \$40,471.00-\$52,609.00

NON-SUPERVISORY/NON-MANAGERIAL

GS09: \$49,505.00-\$64,353.00 PA

LOCATION OF POSITION:

161st Air Refueling Wing, Phoenix, Arizona

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.**

INSTRUCTIONS FOR APPLYING: Individuals applying for Excepted Technician positions may submit Optional Form 612 (Optional Application for Federal Employment), or a Resume. Whatever form of application that is chosen it must contain the Announcement Number, Title and Grade(s) of the job being applied for. Personal information must include full name and address (including ZIP Code), Day and evening phone numbers (with area code), Social Security Number, Country of citizenship and Highest Federal civilian grade held (also include job series and dates held). Education information must include: High School Name, city and State and dates of diploma or GED, Colleges or Universities Name, city and State, Majors type and years of any degrees received, and total semester or quarter hours earned (if no degree show total credits earned and indicate whether semester or quarter hours). Work experience information should be limited to either paid or nonpaid experience directly related to the position that the individual is applying for and must include: Job Title, Duties and accomplishments, Employers name and address, Supervisors name and phone number, starting and ending dates, hours per week and salary. In addition to the above described information, all applications should include AZNG Forms 335-1-R (Military Brief), and SF 181 (Ethnicity and Race Identification). Applications will be accepted without these forms. However, applications may not receive an adequate evaluation if these forms are not submitted. **Applications must contain a completed Optional Form 306 (Declaration for Federal Employment) and AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement).**

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 (OF 612) 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.

CONDITION OF EMPLOYMENT: Prior to appointment into this position, selectee must be a current member of the Arizona Air National Guard, (161st ARW) and must possess the following AFSC: 1C351

KNOWN PROMOTION POTENTIAL: NONE

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

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 nonmembership in an employee organization or any other non-merit factor.

AREA OF CONSIDERATION: This position is in the Federal/Excepted Civil Service and is **open to current members and those eligible for membership of the 161st ARW, Arizona Air National Guard.** Individual selected will receive a Indefinite Appointment that may be converted to Permanent once the funding is available for a new position, or if the position is no longer encumbered.. Acceptance of a Federal Excepted technician position of over 179 days in length will cause termination from the Selected Reserve Incentive Program (BONUS). Individual selected will require a military medical records screening if applicable, to be completed prior to appointment, and/or may be required to take a pre-employment medical screening examination dependent on the position type and military medical records screening results. **PCS funds are not authorized.**

NOTE: Applications must contain a completed Optional Form 306 (Declaration for Federal Employment).

NOTE: Applications must contain a completed Optional Form 612 (Application for Federal Employment) or must include a Resume.

NOTE: Applications must contain a completed AZNG Form 335-2-R (Knowledge, Skill and Ability Supplement)..

NOTE: Must possess a minimum AFSC 1C351.

NOTE: Must possess TOP SECRET security clearance and not have 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 monthly closed-book examinations to maintain certifications once achieved. Failure to maintain a certification is cause for termination.

NOTE: Open up to max military grade of SSgt/E5, no promotion potential in this position.

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, AFNORTH 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, policy, checklists, or other written communications based on such references.
8. Ability to communicate effectively orally and in writing.

SPECIALIZED EXPERIENCE:

GS-07: Individual must have 12 months specialized experience which demonstrates possession of knowledge, skills, and abilities (KSAs) listed for this position, and personal characteristics that are necessary to the successful performance in this position. Promotion potential to GS-09 is without further competition. Incumbent must satisfy all experience and qualification requirements of the position at the GS-07 level before promotion can be effected.

GS-09: Individual must have 24 months specialized experience, which demonstrates possession of knowledge, skills, and abilities (KSAs) listed for this position, and personal characteristics that are 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 AFNORTH 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
