

VERMONT AIR NATIONAL GUARD AGR VACANCY ANNOUNCEMENT

Announcement Number(s):	MVA AF 23-12
Position Title:	Command and Control Specialist
Date of Announcement:	8 March 2023
Closing Date:	21 April 2023
Duty Location & Unit:	158 th Fighter Wing, Vermont Air National Guard, South Burlington, VT 05403
Rank, Grade, AFSC:	SMSgt/E8, 1C391
Period of Tour:	Initial Tour 3 years
Selecting Official:	Col Brian Lepine; 802-660-5216; brian.lepine.1@us.af.mil
Human Resources Office Point of Contact and Address:	Ms. Louise Acker; louise.s.acker.civ@army.mil ; SMSgt Sara Lemay; sara.j.lemay.mil@army.mil 789 Vermont National Guard Rd Green Mountain Armory Colchester, Vermont 05446-3099
Area of Consideration:	All Members Within the Vermont Air National Guard and Those Eligible to Become Members.
PCS Authorized:	YES

Minimum Requirements:

- Individual selected will be ordered to Active Guard/Reserve (AGR) duty under the provisions of Title 32 USC 328 & 502 (f). As a condition of employment, individual selected agrees to participate with their unit of assignment during all unit training assemblies and periods of Consolidated Annual Training.
- Officer Applicants must be able to complete 20 years of Active Duty prior to mandatory separation date (MSD).
- All conditions of ANGI 36-101 will be complied with.
- UMD position must be vacant prior to assignment to the advertised position.
- IAW ANGI 36-101 para 5.10. AGR applicants should be able to attain 20 years TAFMS in the AGR program. Individuals selected for an AGR tours that cannot attain 20 years TAFMS prior to reaching mandatory separation date, must complete the Statement of Understanding and have the TAG waiver approved.
- IAW ANGI 36-101 para 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position.
- Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by designated representative.
- Applicant must have a current passing PT Test to be eligible to apply.
- A current favorable adjudicated personnel security clearance is required prior to being appointed into the AGR program.
- Applicant must be cleared medically prior to being appointed into the AGR program.

Other Pertinent Data:

- Applicants will be assigned to the following UMD position number 0113108134, Rank/Military Grade: SMSgt/E8; AFSC 1C391.
- Any AFSC and enlisted rank is eligible to apply.
- ****Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.**
- The following is required to retrain into the following AFSC to possess the 1C3X1 AFSC requirement:

AFSC 1C3X1= min aptitude score of 55 in ADMIN **AND** 57 in GEN min physical profile of P2 U2 L2 H1 E2 and S1 is required and must be worldwide eligible IAW AFI 36-101 and able to lift 40 lbs.

- **If applicant does not currently possess the 1C3X1 they will be required to attain the 1C3X1 AFSC within 12 months of appointment. The following statement will be included in the remarks section of the AF Form 2096 Classification/On-**

The-Job Training Action: —”I acknowledge that I will attend the first available course that would qualify me in the new AFSC. I will complete the course successfully and progress in training to a skill-level compatible with my UMD assignment. Failure to do so will result in the termination of my AGR tour.” The AF Form 2096 or approved waiver must be accomplished before the orders are published. IAW ANGI36-101, Chapter 5.

- For applicant entry into this specialty for personnel in retraining status: Retraintees are only accepted IAW the following: E-1 through E-5 (no TIS restrictions), E-6 (less than 12 years TIS). SNCOs are not accepted without prior coordination of the 1C3 CFM.
- For additional requirements for entry into this specialty for personnel in retraining status please refer to AFECD.
- 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 will be required if selected.
- Must possess a valid state driver’s license to operate government motor vehicles (GMV).
- Incumbent may be subject to uncommon tours, rotational shift assignments and overtime duty.
- Mandatory knowledge, education and experience requirements of DAFI 36-2110 must be met.
- Earliest potential start date is 1 September 2023 dependent on availability of resource.

Duties and Responsibilities:

- This position is located at the Vermont Air National Guard 158th Fighter Wing, Operations Center/Command and Control Section (Command Post or CP). The purpose of the position is to: provide command, control, communications, and information support to the commander, Survival Recovery Center (SRC), Battle Staff (BS), and Higher Headquarters (HHQ), to include NORAD, Continental U.S. North American Air Defense Command Region (CONR), Sector Operations Centers (Western, South Eastern, or North Eastern Air Defense Sectors), major commands (MAJCOMS), and the state Adjutant General; and provide first line of defense as it relates to command and control duties and responsibilities during operational events. This position plays an integral part in mission execution involving aircraft and aircrews, as well as maintaining contact with aircrews during the mission. The command post operates on a 24/7 rotating shift operation, monitoring and carrying out duties which include: overall mission status of the base and its assigned units, base wide security, initiating emergency procedures, aircrew recall, base Crisis Action Team notification, and other duties critical to the conduct of the mission assigned to the wing. Through authority granted by the Wing Commander, employees are empowered to act independently, coordinating with the commander, in order to accomplish the mission or meet the emergency response.
- Receives, authenticates, and reacts to Emergency Action Messages (EAMs) and transmits instructions to alert aircrews and support assets. Coordinates launch and execution orders as well as aircraft and personnel recalls. Serves as the focal point for information pertaining to the unit’s aircrews, aircraft, alert facility, SRC, and BS. Possesses the ability to immediately and without error, recall and reference a large volume of information related to NORAD Emergency Action Procedures and air sovereignty alert procedures. Maintains certification in NORAD and Air Combat Command (ACC) Emergency Action Procedures (EAP) and is tested on this knowledge periodically through a closed book test. Copies, validates, processes, and relays critical, time sensitive information to appropriate personnel. Establishes priority of actions, using judgment and appropriate Quick Reaction Checklists (QRCs) to resolve a variety of situations. Controls movement and status of the alert force, and coordinates alert force requirements with key base units such as Central Security Control (CSC), Maintenance Operations Center (MOC), and Fire Department; and the outside off base agency of the Federal Aviation Administration (FAA) for the Air Traffic Control (ATC) tower. Serves as the focal point for all information pertaining to the status and security of all members, facilities, and activities on base which may include but are not limited to: fire, power outages, attempted sabotage, security breach, accidents, death, and natural disasters. Analyzes the requirements and severity of the situation; coordinates and notifies on base and/or off base organizations to provide assistance in the resolution of the situation; and provides notification to wing commander and HHQ for impact on the bases’ status and ability to meet mission requirements. Utilizes numerous voice and record communications systems (secure and non-secure) to accomplish the mission and as the primary link between the Wing Commander, BS, SRC, and HHQ. Monitors primary crash phone system and activates and transmits emergency information on secondary crash circuits as required. Maintains certification in console operations.
- Gathers and evaluates information regarding operational or significant events; advises the commander and/or command staff of recommended command and control actions and reporting requirements. Determines classification and precedence (level of importance) of the event(s), notifies HHQ of the significant event(s), and participates in phone conferences, which provides voice notification of reportable event(s) to all affected/involved organizations (i.e., Western, South Eastern, or North Eastern Air Defense Sectors; NORAD; Numbered Air Force; Air Combat Command

(ACC); NGB; etc.). Prepares and submits all Operational Reports (OPREP) as a follow-up to the voice notification, and submits record copies within time constraints. Evaluates and interprets situations which would require multiple reports. Maintains certification in operational reporting.

- Reviews and updates information in HHQ databases to reflect status of local and transient aircraft and crews. Selects and submits mission movement reports in support of wing and HHQ tasking, for example Air Expeditionary Forces (AEF), cross country flights, or special operations. Data provided by the employee must be properly formatted and error free. As required, monitors and reviews SORTS reports submitted by individual units/organizations on the base facility and forwards to NGB Joint Chief of Staff. Provides training and staff assistance visits to units concerning SORTS reporting requirements. Notifies individual units of any reporting errors and ensures correction of errors.
- Controls COMSEC information, material, and devices and is responsible for receipt, inventory, storage, issue, protection and destruction. Maintains overall security of the Command Post and performs entry control and escort procedures during assigned shift.
- Employees assist in providing training to aircrew and traditional (drill status) command post personnel in support of mission requirements. Training includes initial, recurring, refresher, and remedial training; ensures that all members have a thorough knowledge of command and control concepts and procedures; and that members are thoroughly familiar and proficient with Air Combat Command and NORAD procedures, regulations, and directives.
- Provides support for Wing and transient aircraft as a result of mission movement outside of normal operating (flying) hours. Provides information to aircrews concerning clearances to operate aircraft, weather and field conditions, divert airfield status, and pertinent operating and procedural instructions. Responds to queries concerning overdue aircraft and notifies appropriate authorities. Conducts required communications search. Requests search and rescue support. Submits flight plans and coordinates changes through FAA voice systems to support flying (mission) operations concerning domestic and/or international flight planning. Prior to submission of flight data, employee will perform a cursory review of flight plan for compliance with appropriate directives. Provides information to aircrews concerning safety of flight issues such as Notice to Airmen (NOTAMS), airfield advisories, and weather.
- Performs other related duties as assigned.

Instructions for Applying:

- Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - Air AGR Manager Home Page link ([Home Page](#)).
- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact sara.j.lemay.mil@army.mil Submit Applications (with attached checklist as one PDF) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to sara.j.lemay.mil@army.mil or louise.s.acker.civ@army.mil**

Equal Employment Opportunity: The policy of the National Guard is to treat all applicants equally without regard to race, color, gender, religion, national origin, age, or non-disqualifying handicap. The National Guard is committed to develop and implement a diversity program that is consistent with equal employment opportunity and with the “Human Goals” of the Department of Defense.

TITLE 32 AGR APPLICATION CHECKLIST

*****INCOMPLETE APPLICATION PACKAGES WILL NOT BE CONSIDERED
AND WILL BE RETURNED WITHOUT ACTION****

NAME (last, first): _____ Rank: _____
Contact Phone #: _____ Email: _____

Current Status: DSG / FTNG-ADOS / AD / Perm AGR / Perm TECH / LWOP TECH
(CIRCLE ONE)

PACKET SEQUENCE AND DOCUMENT REQUIREMENTS (1-5 are required; 6&7 are not): (Initial or check mark each line) (Redact all SSN)

1. _____ NGB Form 34-1 dated Nov 2013 (20131111) Application must be signed (wet or digital). To avoid this signature being removed once you combine as one PDF, sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print.
2. _____ Personal Resume
3. _____ Fitness Tracker Report w/ a passing score in a current status from myFITNESS
4. _____ Record Review/Update (vMPF)
5. _____ Point Credit Summary Inquiry (PCARS) (Be sure to click on view all & print)
6. _____ Letter of Recommendation(s) (If Applicable) (Not required)
7. _____ Other additional documentation (i.e Voluntary Demotion Memo if applying for a vacancy that's lower than your current rank/grade) (If Applicable) (Not Required)

***FORMS REQUIRING SIGNATURE MUST BE SIGNED OR PACKAGE WILL BE FOUND INCOMPLETE (NGB 34-1).**

INSTRUCTIONS FOR APPLYING

- Interested applicants will submit required documents with the attached AGR Application Checklist via TEAMS (VTNG HRO (Customer)) - Air AGR Manager Home Page link ([Home Page](#)) as a **single PDF**.
- Applications without all required supporting documents will not be considered.
- Applications submitted after 2359L of the closing date will not be accepted/considered.
- Hard copy applications hand-carried or sent via US Postal Service, Federal Express, UPS are not authorized and **will not** be accepted.
- **If having difficulty with submitting application via TEAMS please contact sara.j.lemay.mil@army.mil**

Submit Applications (with attached checklist as one PDF) through Microsoft Teams, ([Home Page](#)) if you do not have access please request access to sara.j.lemay.mil@army.mil or louise.s.acker.civ@army.mil