

# IOWA AIR AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD  
NGIA-HRO-AGR  
7105 NW 70TH AVENUE  
JOHNSTON, IOWA 50131-1824

**Announcement Number:** 24-081AF

**Closing Date:** 22-Oct-24

**POSITION DESCRIPTION:**

**POSN TITLE:** Command and Control Specialist

**AFSC:** 1C3X1 **VICE:**

**Max:** E-6 **Min:** E-5

**SELECTING SUPERVISOR INFO:**

CMSgt Risdal, Hailie M, (712) 233-0231,  
hailie.risdal.1@us.af.mil

**UNIT OF ASSIGNMENT:**

185th Air Wing  
Sioux City, IA

**FAC:** 11K100

**POSITION #:** 0109902234

**Permanent Change of Station (PCS)  
may be authorized if in the best  
interest of the government.**

**WHO MAY APPLY:** Nationwide - All Branches of military service and prior service. Must become a member of the IA ANG.

**ASVAB LINE SCORES**

ADMIN-55 & GEN-57

**PULHES:**

222121

**Additional Restrictions:**

Demonstrated by weight lift of 40 lbs

**AREA OF CONSIDERATION:**

Trainee Position open to all AFSC. Must be able to obtain Top Secret clearance.

**INITIAL**

**\*\*\*\*\**Checklist must accompany all applications*\*\*\*\*\***

- \_\_\_\_\_ 1. NGB Form 34-1, Application for Active Guard/Reserve (AGR). Application Must Be Signed!!
- \_\_\_\_\_ 2. Copy of Records Review List (RIP).
- \_\_\_\_\_ 3. AF 422 (Physical Profile Serial Report).
- \_\_\_\_\_ 4. Copy of most current Fitness Assessment Results with full name and date.
- \_\_\_\_\_ 5. Copy of last five Enlisted OR Officer Evaluation Reports.
- \_\_\_\_\_ 6. If announcement restricts to promotable in any grade, individual must be promotable by closing date of announcement. Documentation supporting promotion eligibility date must be attached.
- \_\_\_\_\_ 7. Technician/Traditional Airman Only - Copy of all DD Form 214's (must show reenlistment code) and if applicable NGB 22's.
- \_\_\_\_\_ 8. Technician/Traditional Airman Only - Points Credit Summary.

**\*\* DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS \*\***

**CAUTION:**

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

**DESCRIPTION OF DUTIES:**

Transmits instructions to aircrews and support assets to coordinate launch, recall, execution, and terminating missions in support of operational events. Maintains certification in the Emergency Action Procedures (EAP) of the Joint Chiefs of Staff (JCS), Unified Commands, Air Mobility Command(AMC), United States Strategic Command (USSTRATCOM), and National Guard Bureau (NGB). Learn and retain for instant recall and reference, a considerable body of knowledge related to EAP. In a minimum of time and without error, controllers must be able to copy, decode, validate, process and relay the message to appropriate personnel and complete checklist actions in response to any tasking received from HHQ. Establishes priority of actions based on a variety of situations, and uses judgement to resolve multiple tasking received simultaneously. Controls movement and status of the alert force, and coordinates alert force requirements with key base agencies such as Federal Aviation Administration (FAA) tower, Central Security Control(CSC), Maintenance Operations Center (MOC), and Fire Department. Serves as the key point of contact on all matters concerning crews, aircraft, the alert facility, Crisis Action Team (CAT), and the Command Post. Provides a variety of briefings to the CAT and the alert force. Responds to numerous quick response situations initiating Quick Reaction Checklists (QRCs). Executes and supports all aspects of Tanker Strategic Aircraft Reconstitution Team(TSART) procedures. Utilizes a variety of communications security(COMSEC) documents in accomplishing the mission. Utilizes numerous voice and record communications systems as the primary link between the Wing Commander, CAT and HHQ to accomplish command and control duties and responsibilities. Advises the commander of recommended command and control actions during operational events. Accomplishes recall of the CAT and wing personnel as directed by the commander or HHQ. Gathers information for Operational Reporting (OPREP) regarding significant events or incidents involving personnel and wing assets that require reporting to HHQ, Contingency Operations, significant peacetime events, and state emergency situations. Advises the commander on reporting requirements. Categorizes events to determine the level of notification required. Prepares, determines classification and precedence, numbers,

records, and releases reports via voice and record copy. Evaluates and interprets situations which would require multiple reports to be submitted on events that are on going. Reviews and updates information in required MAJCOM databases to reflect status of aircraft and crews. Convenes voice reporting conferences and determines who should be included in said conferences. Responsible for submission of OPREP reports for wing agencies and tenant units. Incumbents maintain certification in this area.

Dictates which methodology and systems are to be used in tracking diverse aircraft mission movement. Selects and submits numerous mission movement reports in support of wing and HHQ tasking. Data provided by the controller must be properly formatted and error free to interface with HHQ flight management systems. Interprets and coordinates mission changes with on base and HHQ. Evaluates and interprets mission changes which would require multiple reports to be submitted. Coordinates high priority missions with the CAT and HHQ. Coordinates on base support for wing and transient aircraft as a result of mission movement reports. Provides information to aircrews concerning clearances to operate aircraft, weather and field conditions, divert airfield status, and pertinent operating and procedural instructions. Controls the movement of aircraft on the unit's ramp. Alerts aircrews to meet mission requirements in response to HHQ tasking. Receives arrival and departure messages making queries concerning overdue aircraft and notifying the appropriate authorities. Monitors primary crash phone system, and activates and transmits emergency information on secondary crash circuits as required. Incumbents maintain certification in this area.

Submits flight plans and coordinates changes to FAA via Aeronautical Information System (AIS) or voice systems to support flying (mission)operations. Must have extensive knowledge concerning both domestic and international flight planning. Prior to submission of flight data, will review and evaluate proposed flight plan for technical accuracy and compliance with appropriate directives. Provide a variety of briefings to aircrews concerning safety of flight issues such as Notice to Airmen (NOTAMS), airfield advisories, weather, etc.

Performs other related duties as assigned.

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### **GENERAL ELIGIBILITY REQUIREMENTS:**

1. Must meet requirements as stated in the "Areas of Consideration".
2. Enlisted personnel must possess an AFSC compatible with the MPCN upon selection for military duty.
3. Not be eligible for, nor be receiving, an immediate Federal (Military or Civilian) retirement annuity.
4. Any individual selected for a military duty tour must, at the time of entry on military duty, be eligible to serve 5 consecutive years in the AGR Program prior to eligibility for military non-disability retirement or retainer pay.
5. A member selected for full-time military duty tour must have sufficient retainability to complete 20 years of Active Federal Service prior to mandatory separation date (MSD) for officers; age 60 for enlisted members.
6. Any member in the fitness improvement program (FIP) is ineligible for entry into any type of AGR or statutory tour.
7. Member currently in the AGR program must meet the requirements as stated in ANGI 36-101, The Active Guard/Reserve Program and ANGI 36-2002, Enlistment Reenlistment in the Air National Guard.
8. Must be able to obtain a security clearance if required for the grade and duty position of assignment within one year.
9. Individual selected must perform all duties and conform to hours of duty as determined by the Commander. Individuals selected in lieu of a military technician position must perform all duties as described in the technician position description.
10. Except for mobilization or other emergency, member accepted for tour will not be subject to permanent change of duty station without their consent. Continuance of tour is subject to satisfactory duty performance.
11. Existing Iowa ANG Promotion policies apply.
12. Subject to program continuance, member successfully completing initial tour will be afforded priority for tour extension (renewal).
13. It is mandatory that the appropriate Military Uniform be worn.
14. Release from Active Duty prior to completion of tour is contingent upon approval of the Adjutant General of Iowa.

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### **APPLICATION RECEIPT:**

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. Applications received after 1630 on the closing date will not be considered.

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to ng.ia.iaarng.mbx.hro-agr@army.mil. This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. When submitting an application electronically, submit entire packet as one document.

### **THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:**

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or gender.

### **INSTRUCTIONS TO COMMANDERS/SUPERVISORS:**

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

### **QUESTIONS ABOUT POSITION OR BOARD INFORMATION:**

Contact Selecting Supervisor listed in the top right hand corner of page one.

### **QUESTIONS ABOUT POSTING:**

515-252-4681, 515-252-4047, or 515-252-4751