

# IOWA AIR AGR VACANCY ANNOUNCEMENT

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

**Announcement Number:** 24-111AF

**Closing Date:** 16-Jan-25

**POSITION DESCRIPTION:**

**POSN TITLE:** Command Post Controller

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

**Max:** E-5 **Min:** E-3

**SELECTING SUPERVISOR INFO:**

CMSgt Risdal, Hailie M, (712) 233-0210,  
hailie.risdal.1@us.af.mil

**UNIT OF ASSIGNMENT:**

185th Air Refueling Wing  
Sioux City, IA

**FAC:** 11K100

**POSITION #:** 0089004534

**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:**

Any AFSC may apply. Must be eligible for 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 recent Report of Individual Fitness from myFitness through the myFSS platform.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 9. I understand it is my responsibility to ensure all documents are included, signed and received prior to 1530 on the closing date.

**\*\* Submit entire packet as one document. PDF Portfolios will not be accepted. \*\***

**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:**

·Performs Command, Control, and Communications (C3) actions to support National Defense, Homeland Security, and All- Domain Air and Space Force operations throughout the full spectrum of operations. Provides a single, consolidated C2 center to monitor mission execution of wing/installation commander assigned or supported missions (to include tenant, joint, and combined missions) by fusion of data from disparate C2 nodes across the installation (BDOC, EOC, AMOPS, etc.). Provides C2 of worldwide nuclear conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Coordinates the execution of Mission Type Orders (e.g., Warning Orders, Tasking Orders, Prepare to Deploy Orders, Planning Orders and Execution Orders). Supports joint force operations and Joint All Domain Operations (JADO) through the combined Joint All Domain C2 (CJADC2) concept. Facilitates C3 in support of the Air Force Emergency Management (EM) Program. Provides functional expertise to ensure synergy among the various components of the Air Force EM Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Liaisons communications/supports first responders to provide life-saving response support to base personnel. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations at all levels of command, both on the ground and in-flight. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of C2 operations. Executes Aerospace Control Alert mission as quick response launch

authority for immediate intercept, inspection, influence, or defeat of potential airborne threats. Flight follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information between aircrews and operations centers. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel to facilitate immediate communications with higher headquarters. Ensures proper use and control of resources and classified material. Develops and evaluates C2 Operations processes. Performs self-assessments. Ensures operational readiness and adherence to standards. Recommends actions to correct C2 Operations procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. The functional organization for the exercise of mission command authority and direction by a properly designated commander over assigned and attached forces in the accomplishment of the mission.

2.2. Manages and executes the OAF Reporting Program. Prepares and submits Operational Reports (OPREP) and Commander's Critical Information Requirement (CCIR) reports, attainment/deviation reporting, nuclear execution reporting (NEREP), international treaty, and aerospace asset reports. Analyzes and disseminates information derived from OAF reporting. Establishes policy for operational and, if applicable, defense readiness reporting to include developing procedures, maintaining databases, and training personnel. Ensures reported data is current and accurate.

2.3. Operates and monitors voice, data, and alerting systems. Develops operating instructions directing All-Domain C2 Operations and lateral agency C2 activities. Develops, maintains, and initiates procedures to save lives, protect resources, and rapidly disseminate time sensitive information. These procedures support situations such as suspected or actual sabotage nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operations, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre-, trans-, and post-), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans- and post-), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Maintains proficiency in C2/OADC2 systems and aircraft flight following and mission DAFECD, 30 Apr 24

44 management systems. Establishes manpower, communications, equipment, and facility requirements. Monitors and alerts local and base agencies of threats affecting the installation.

2.4. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing, and destroying COMSEC material. Maintains personnel, information, operations, computer, emission, industrial and physical security programs.

2.5. Performs administrative actions. Compiles and maintains entry authority lists. Coordinates and provides input to installation support plans. Maintains directives and daily events log. Updates and maintains national, HHQ, or installation key personnel rosters. Performs as the Installation's Emergency Mass Warning Notification (EMWN) program manager for mass notification systems.

---

## **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.

---

## **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 1530 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](mailto: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. PDF Portfolios will not be accepted.

## **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