

**ILLINOIS AIR NATIONAL GUARD
ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
NATIONWIDE**

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| HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317 | POSITION TITLE: Command and Control Operations | ANNOUNCEMENT NUMBER: 22A-119 | |
| UNIT OF ACTIVITY & LOCATION: 126 ARW Scott AFB, IL | | OPENING DATE: 18 Nov 2022 | CLOSING DATE: 16 Dec 2022 |
| MAXIMUM UMD GRADE: SSgt/E-5 MINIMUM UMD GRADE: AB/E-1 | REQUIRED AFSC(s): 1C351 | APTITUDE REQUIREMENTS: | M: A: 55 G: 57 E: P:2 U:2 L:2 H:1 E:2 S:1 |
| SELECTING OFFICIAL: SMSgt Bryan Hatfield | | COMM: 618-222-4284 | |
| AREA OF CONSIDERATION: Military duty personnel eligible for a Title 32 AGR Tour with the 126 ARW. | | NOTE: 1. Position Announcement Number and Position Title must be included on application. 2. Dual Aptitude: A: 55 and G: 57 required. 3. Position may require shift work, including nights, weekends, and holidays. | |

Conditions of Employment:

- Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. **RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.**
- Air Force Fitness Standards. AGR Airmen are subject to the provisions of ANGI 10-248, Air National Guard (ANG) Fitness Program until superseded by AFI 36-2905, Fitness Program. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
- AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding contained in ANGI 36-101 Attachment 3.
- Airmen who voluntarily resigned from the AGR Program in lieu of adverse personnel actions or who have been involuntarily separated from the AGR Program are not eligible to reenter the program.
- Individuals must **NOT** be eligible for, or receiving, an immediate Federal (military or civilian) annuity.
- Member must meet all eligibility criteria in ANGI 36-101, Air National Guard Active Guard Reserve (AGR) Program.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in the AFECD/AFOCD.
- Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade IAW ANGI 36-2503, Administrative Demotion of Airmen, when assigned to position. **Acceptance of demotion must be in writing and included in the application package.**
- Applicants for SMSgt/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.

Additional Information:

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB/AFOQT qualifying score. Scores are reflected on your personnel RIP. If your ASVAB/AFOQT scores do not meet the minimum required, contact your servicing FSS. You have the option to retake the test, however; you must schedule your test date and receive your new scores prior to the announcement closing date.
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.

DUTIES & RESPONSIBILITIES:

Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. 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. 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. Initiates, receives, and takes action on alert messages. 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 to and from aircrews. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. 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. Ensures existing directives for executing and controlling assigned forces are understood and properly applied. Prepares and submits operational, defense readiness, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and defense readiness reports. Establishes procedures for operational and defense readiness reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate. Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Develops, maintains, and initiates quick reaction checklists supporting 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 operation, 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 systems and aircraft flight following and mission management systems such as, but not limited to, Unit Level/Command and Control (UL/UC2) Systems and Global Decision Support System (GDSS). Establishes manpower, communications, equipment, and facility requirements. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains C2 Operations personnel, information, operations, computer, emission, industrial and physical security programs. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

SPECIALTY QUALIFICATIONS

Retraining applicants must be screened for eligibility for the Personnel Reliability Program (PRP) as outlined in the HQ AETC PRP Prescreening Guidance. **NOTE:** AETC/A3N will only make a recommendation for PRP, not for AFSC classification.

APPLICATION INSTRUCTIONS

APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT

*******INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED*******

1. **NGB 34-1 2013:** Must type or print in legible dark ink, must include announcement number and position title on each application, must sign and date each application. Failure to sign and date these forms will result in non-consideration (new application and dated signature required for each new application).
2. **Complete Copy of Report of Individual Personnel (RIP) within last 30 days.** RIP can be obtained from the servicing Force Support Squadron (FSS). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. **Documents must show your ASVAB scores (enlisted personnel only).**
3. **AF Form 422, IMR Printout, DD Form 2992**
 - **AF Form 422,** Physical Profile Serial Report (CURRENT within 12 months), must include PULHES (this is not your PHAQ).
 - **IMR Printout** (This can be found via the AF Portal, "My IMR/ASIMS – Medical Readiness" – screenshot the initial IMR page with current overall statuses)
 - **DD Form 2992 Flight Physical** (Only required if AGR position is requiring individual to be on fly status)

4. **Report of Individual Fitness from My Fitness with a minimum passing score of 75 within the last 12 months (prior to the closing date of this announcement) *Must have been pulled from My Fitness within the last 6 months, and include your name and fitness history.**
5. **Security Clearance Memo required to verify current Security Clearance not pending any current unfavorable investigations or that there is a reinvestigation initiated if expired (Signed within last 30 days).**
6. Background Survey Questionnaire 79-2 OMB FORM 1386 (OPTIONAL)
7. If you are enlisted and applying for a position that would make you an over-grade then you must submit a letter of willingness to accept a voluntary demotion.
8. If you are a member of another branch of the military applying to a Nationwide announcement, you must submit the equivalent documents for medical (PUHLES), ASVAB scores that show conversion to Air Force requirements, PME completion & document showing TAFMS.
9. Optional extra documents – you may submit any other documents that you wish such as resume, EPRs, letters of recommendation, etc.

SECURITY CLEARANCE: Must possess a valid security clearance required for the grade, AFSC and AGR duty position.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

WHERE TO SEND APPLICATIONS: E-mail all documents as **ONE CONTINUOUS PDF (no portfolios)** - and labeled as "Announcement #, Last Name, First Name" to: jennifer.buffington@us.af.mil and jakob.little@us.af.mil - if you do not receive a confirmation e-mail that your package is received then call to confirm. Please note that failure to send the package as one continuous PDF document will automatically disqualify your package – portfolios will not be accepted.

Applications must be received by 1630 CST on the closing date of this announcement. Incomplete or late packets will not be considered. Questions concerning the contents of this notice may be directed to the Human Resource Office, telephone CML: (217) 761-3692, DSN: 555-3692 or (217) 761-3707, DSN 555-3707 Illinois National Guard vacancies can be viewed at <http://www.il.ngb.army.mil> Click for All Job Openings.

[For questions about the contents of your application please contact the 126 ARW Remote Designee at 618-222-5716](tel:618-222-5716)

How to submit a package as one continuous PDF and not lose signatures...

1. For any digitally signed documents – before adding these into your PDF go to file and choose Print to PDF.
2. For documents that are locked go to file and choose Microsoft Print to PDF.
3. Save your document and then add into your continuous PDF, this will maintain the signature.
4. How do you add them all in? In your starting PDF document go to "Organize Pages" and insert other saved documents from files.
5. File too big to send in e-mail? In your PDF go to file – save as other, save as reduced size PDF.