

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

<b>HUMAN RESOURCES OFFICE ILLINOIS NATIONAL GUARD 1301 N. MACARTHUR BLVD. SPRINGFIELD, IL 62702-2317</b>	<b>POSITION TITLE:</b> CEM Mobility Force Aviator	<b>ANNOUNCEMENT NUMBER:</b> 24A-031	
<b>UNIT OF ACTIVITY &amp; LOCATION:</b> 126 ARW Scott AFB, IL		<b>OPENING DATE:</b> 29 Mar 2024	<b>CLOSING DATE:</b> 22 Apr 2024
<b>MAXIMUM UMD GRADE:</b> CMSgt/E-9 <b>MINIMUM UMD GRADE:</b> SMSgt/E-8	<b>POSITION DAFSC(s):</b> 1A100M	<b>APTITUDE REQUIREMENTS:</b>	<b>M:60 A: G: E: P:1 U:1 L:1 H:1 E:2 S:1</b>
<b>SELECTING OFFICIAL:</b> Colonel Jeanette Moore		<b>COMM:</b> 618-222-4322	
<b>AREA OF CONSIDERATION:</b> Military duty personnel eligible for a Title 32 AGR tour with the 126 ARW.		<b>NOTE:</b> <ol style="list-style-type: none"> <li>1. Position Announcement Number and Position Title must be included on application.</li> <li>2. Applicants must be an In-Flight Air Refueling Evaluator with the identifier Q in their AFSC.</li> </ol>	

**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 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.**

## **Additional Information:**

- AGR members will participate with their unit of assignment during Regularly Scheduled Drills (RSD).
- Initial tours will not exceed 3 years. Follow-on tours will be from 1 to 3 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:**

This position serves as the Chief Boom Operator. In addition to standard boom operator duties (listed below), additional responsibilities will include general leadership and management of the Boom Force. This position serves as one of the full time senior enlisted leaders within the 126 OG and will work closely with the commanders to provide Boom Operator perspective and advice. Below are additional details regarding specific boom operator duties:

Performs aircraft inspections. Performs aircrew visual inspection; non-scheduled aircraft maintenance; and preflight, through- flight, and post flight inspections of aircraft away from home station. Accomplishes preflight and post- flight records and reports. Maintains aircraft forms and records during flight and while aircraft is away from home station. Manages cargo and passenger load briefings. Accomplishes load planning of cargo and passenger loads if required. Supervises cargo and passenger loading for off-loading operations. Directs the placement of material handling equipment to accomplish cargo on/off loading operations. Ensures cargo and passengers are placed according to load plans. Determines cargo restraint requirements according to criteria and directs and checks the application of cargo restraint equipment. Checks cargo/passenger loads against manifests. Determines and verifies passenger, cargo, fuel, and emergency and special equipment distribution and weight. Computes and applies aircraft weight and balance. Computes takeoff, climb, cruise, and landing data. Determines engine fuel consumption using airspeed, atmospheric data, charts, computer, or electronic calculator. Records actual aircraft performance data in flight engineer's log. Operates and monitors engine and aircraft systems controls and indicators according to flight manual procedures. Assists pilot or performs engine starts, and monitors run-up, flight operations, and engine shutdown. Operates engine controls to provide desired efficiency and economy. Monitors engine instruments throughout period of operation. Controls, monitors, and regulates aircraft systems such as electric, communication, navigation, hydraulic, pneumatic, fuel, air conditioning, and pressurization; ventilation; auxiliary power unit; and lubrication systems. Observes warning indicators and light for fire, overheat, depressurization, and system failure. Reports abnormal conditions to pilot and recommends corrective action. Monitors provides passenger comfort. Prepares and dispenses passenger meals, snacks, and refreshments. Completes required aircraft forms documentation and border clearance requirements. Visually monitors aircraft clearances (interior and exterior), identifies proximal threats to the aircraft and initiates corrective actions (aircraft scanning). Performs in-flight refueling aircrew duties. Checks forms for equipment status. Performs visual and operational check of air refueling and associated systems and equipment. Performs in-flight operational check of air refueling systems. Directs receiver aircraft into air refueling position. Operates in-flight air refueling controls and switches to safely affect contact between tanker and receiver aircraft. Monitors control panel for proper operation of equipment during air refueling and advises receiver pilot of actions required to safely maintain position within the air-refueling envelope. Keeps tanker pilot informed as to progress of air refueling operations. Performs emergency operations and procedures as required for emergency off-load and on-load of fuel. Ensures availability of fleet service equipment and receives and stows in-flight meals. Accomplishes passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements. Demonstrates the use of passenger emergency oxygen systems and life vests. Supervises passengers in-flight. Performs jumpmaster duties. Conducts cargo and personnel airdrops according to directives. Attaches extraction parachutes to cargo and platforms. Inspects cargo and platforms, extraction systems and connects static lines. Checks tiedowns, parachutes, containers, suspension systems, and extraction systems to ensure proper cargo extraction or release. Operates aircraft airdrop systems and supervises cargo and paratroopers exiting the aircraft.

## **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](mailto:jennifer.buffington@us.af.mil) and [jakob.little@us.af.mil](mailto: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.