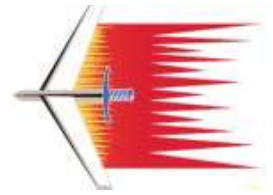




**North Carolina Air National Guard  
Active Guard/Reserve (AGR)  
Vacancy**



**Announcement 2024-26**

Open: 03-Jun-24 Closes: 08-Jul-24

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
Command & Control Operations Specialist, All-Domain	1C351	SSGT/E5	0110149534

**ADVERTISE:** Nationwide

**SECURITY CLEARANCE:** Top Secret

**UNIT/DUTY LOCATION:** 145th Airlift Wing

4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
SMSgt Sanita Freeman	sanita.freeman2@us.af.mil	704-391-4144	231-4144

**DUTIES AND RESPONSIBILITIES**

(1) Receives and reacts to Emergency Action Messages (EAMs) and transmits instructions to aircrews and support assets to coordinate launch, execution, recall, and termination of missions in support of operational events. Maintains certification in the Emergency Action Procedures (EAP) of the Air Mobility Command (AMC). Learns and retains for instant recall and reference, a considerable body of information related to EAP. In a minimum of time and without error, employee must be able to copy, validate, process, and relay the message to appropriate personnel. Establishes priority of actions based on a variety of situations, and uses judgment and appropriate Quick Reaction Checklists (QRCs) to resolve multiple tasking received simultaneously. Completes checklist actions in response to any EAM tasking received from Higher Headquarters (HHQ). Coordinates movement and status of base emergency response units such as, Central Security Control (CSC), Maintenance Operations Control (MOC), Fire Department and coordinates with civil agencies such as the local Air Traffic Control (ATC tower). Serves as the key point of contact in all matters concerning crews, aircraft, airlift support, recall and activation of Crisis Action Team (CAT) (as directed by the Wing Commander or HHQ), as well as 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. Provides a variety of briefings to the CAT and Wing Commander and Command Staff. Responds to numerous quick response situations initiating QRCs. Executes and supports all aspects of Strategic Airlift. Utilizes a variety of voice and record communications systems, (secure and non-secure) to accomplish the mission and as the primary link between the Wing Commander, CAT and HHQ. Advises the commander of recommended command and control actions during operational and situational events. Maintains certification in EAP/QRC procedures.

(2) Gathers information regarding significant events or incidents involving personnel and wing assets that require reporting to MAJCOMs or HHQ, i.e., Contingency Operations, significant peacetime events, state emergency situations, etc., and advises the commander on all reporting requirements. Categorizes event(s), determines classification and precedence (level of importance/notification) of the event(s), provides voice notification to HHQ of the significant event(s) and participates in voice conference calls which provides notification of reportable event(s) to all affected/concerned organizations (i.e., AMC, US Transportation Command, 18th Air Force, NGB, etc.). Prepares and submits all Operational Reports (OPREPs) as a follow-up to the voice notification, and submits record copies within time constraints. Evaluates and interprets situations which would require submission of multiple reports for ongoing events. Responsible for submission of OPREPs for all wing and tenant units. Maintains certification in operational reporting.

(3) Continually updates Command and Control Information Processing System/Global Decision Support System (C2IPS/GDSS) used in tracking personnel and diverse aircraft mission movement (flight following). Receives, interprets, and coordinates information on mission changes with on base agencies, HHQ, and any off base agencies as required, i.e. Customs for returning international flights. Evaluates and interprets mission changes which would require submission of multiple reports. 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,

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, makes queries concerning overdue aircraft, and notifies the appropriate authorities when required. Monitors primary crash phone system; and activates and transmits emergency information on disaster and secondary crash circuits as required. Maintains certification in flight following.

(4) Selects, submits, reviews, and updates information in required MAJCOM databases to reflect status of local and transient aircraft and crews. Data provided by the controller must be properly formatted and error free to interface with HHQ flight management systems. Receives, monitors, and reviews SORTS reports submitted by individual units/organizations on the base and forwards to 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.

(5) 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.

(6) 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 Mobility Command and PACAF procedures, regulations, and directives.

(7) 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, weather, airfield suitability, airfield computer flight plans, National Air Transport tracks, and air refueling data.

(8) Performs other related duties as assigned.

### **SPECIALTY QUALIFICATIONS**

Min/Max Rank: NTE SSGT/E5

Must meet the physical qualifications outlines in AFI 48-123, as appropriate. Must comply with the Military eligibility requirements IAW ANGI 36-101. Must be a current member of the NC ANG. Ability to speak English clearly and distinctly as demonstrated by Reading Aloud Test administered IAW AF Pamphlet 48-133, Physical Examination Techniques. Must maintain certification IAW AFMAN 10-207.

Must maintain local network access. Dual aptitude requires both ASVAB A-55 and G-57.

Must obtain and Maintain a Top Secret Clearance.

\*\*\*Selected member must report by 15 August 2024\*\*\*

### **SPECIAL CONSIDERATIONS**

- May require TDY travel and working outside normal business hours/weekends.

- Will occasionally require monitoring of CP cell phone during CP closures for support requirements.

## QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. 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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. 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.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. 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 in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
9. Must have adjudicated Security Clearance before starting tour.

## APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. [NGB Form 34-1 Application Form](#) for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on [vMPF](#) (Must be a full RIP)
3. [ARCNet/AFFORGEN](#) Readiness print out. (includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from [myFitness](#)
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory
7. For Commissioning opportunities, include your AFOQT scores

### EMAILING REQUIREMENTS

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended). PDF File Name should be: Job Number (i.e. 202X-XX), Last Name, First Name, Grade

\*consider saving signed documents using *Print>Microsoft Print to PDF* prior to combining files

Email Completed Application Package to [145FSS.HRO.Actions@us.af.mil](mailto:145FSS.HRO.Actions@us.af.mil).

### THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.