



# NEW JERSEY NATIONAL GUARD

## ACTIVE GUARD RESERVE (AGR)



<b>POSITION TITLE:</b>	<b>AFSC</b>	<b>OPEN DATE:</b>	<b>CLOSE DATE:</b>
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b>	<b>GRADE REQUIREMENT:</b> Min:                      Max:
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<b>SELECTING SUPERVISOR:</b>		
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**AREAS OF CONSIDERATION**

**MAJOR DUTIES**

**INITIAL ELIGIBILITY CRITERIA**

**ACTIVE GUARD AND RESERVE REQUIREMENT**

**TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS**

**SPECIAL ANNOUNCEMENT CRITERIA**

**APPLICATION PROCEDURES**

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** Selecting supervisor will contact qualified applicants for interviews after receipt of selection register from HRO REMOTE. After completion of interview, send selection register to HRO REMOTE. After the Human Resources Officer approves the selection package, the HRO office will send a notification letter to notify all applicants of their selection/non- selection.

**THE NEW JERSEY NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER**

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC some positions may have gender restrictions.

CEM Code 1C700  
 AFSC 1C791, Superintendent  
 AFSC 1C771, Craftsman  
 AFSC 1C751, Journeyman  
 AFSC 1C731, Apprentice  
 AFSC 1C711, Helper

## AIRFIELD MANAGEMENT

(Changed 30 Apr 25)

1. **Specialty Summary.** Manages airfield operations, coordinates with civil engineering, safety, air traffic control and various other base agencies to ensure safe aircraft operations within the airfield environment and through the national and international airspace systems. Related DoD Occupational Subgroup: 155600.

### 2. Duties and Responsibilities:

- 2.1. Monitor and coordinate airfield and aircraft activities. Conduct airfield checks. Processes flight plans and other air traffic related data through the national and international air traffic systems. Provides flight following services and initiates appropriate actions for overdue aircraft. Maintains and processes Notice-to-Airman (NOTAMs). Maintains a record of daily events. Executes Operating Instructions and Quick Reaction Checklists necessary to perform Airfield Management duties and responds to situations requiring immediate action. Provides transient aircrew and aircraft support to include processing Prior Permission Required (PPR) requests; coordinating parking areas; receiving, storing, and issuing classified material; and coordinating aircrew transportation. Provides briefings to base and transient aircrews on relevant airfield operations and restrictions. Maintains the flight planning room equipment, maps, displays and publications.
- 2.2. Maintains situational awareness of airfield activities and overall responsibility for Airfield Management (AM) section while on duty. Serves as the representative for the Airfield Manager during emergency response situations and during Airfield Manager's non-duty hours. Assesses airfield operations/situations, determines operational requirements, and imposes airfield restrictions as needed (e.g., closing/suspending operations on aprons, taxiways, and runways). Briefs AM personnel on emergency and operational activities.
- 2.3. Performs daily airfield inspections to ensure a safe operational environment. Evaluates airfield activities to ensure compliance with established policies and directives. Identifies, reports, corrects, or mitigates inspection discrepancies. Coordinates and supervises airfield construction, repair activities, facilities maintenance, and snow removal operations. Coordinates with appropriate agencies, such as air traffic control, civil engineers, security forces and command post, to ensure airfield activities are supported as appropriate.
- 2.4. Reviews, interprets, and enforces policies, instructions and directives pertaining to airfield management activities operations. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include training, certification, and remedial action. Establishes procedures for controlling privately owned vehicles on the airfield.
- 2.5. Performs expeditionary airfield management functions in support of USAF worldwide deployment of DoD aircraft.

### 3. Specialty Qualifications:

- 3.1. **Knowledge.** Knowledge is mandatory of: International Civil Aviation Organization (ICAO); North Atlantic Treaty Organization (NATO); United States federal and military airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational areas.
- 3.2. **Education.** For entry into this specialty, completion of high school with a course in speech and basic knowledge of computers is desirable.
- 3.3. **Training.** The following training is mandatory as indicated:
  - 3.3.1. 1C731. Completion of the Airfield Management Apprentice course for award of the AFSC indicated.
  - 3.3.2. 1C751. Completion of training requirements outlined in 1C7X1 Career Field Education and Training Plan (CFETP) and DAFMAN 13-204v2, *Airfield Management*.
  - 3.3.3. 1C771. Completion of the Airfield Management Craftsman in-residence course, training requirements outlined in the 1C7X1 CFETP, and additional training requirements outlined in DAFMAN 13-204v2, *Airfield Management*. For TSgts and above, completion of Airfield Manager position certification requirements and the Advanced Airfield Managers Course are required to obtain the SEI 368.
  - 3.3.4. 1C791. Completion of Advanced Airfield Manager Course and additional training requirements outlined in AFMAN 13-204v2, *Airfield Management*.
- 3.4. **Experience.** The following experience is mandatory for award of the AFSC indicated:
  - 3.4.1. 1C751. Qualification in and possession of AFSC 1C731. Also, experience in Airfield Management Operations functions such as: airfield checks, NOTAM processing, emergency response actions, and maintaining flight information data and supportive displays.
  - 3.4.2. 1C771. Qualification in and possession of AFSC 1C751 and SEI 155. Also, experience performing and supervising Airfield Management functions such as; airfield checks and inspections, overseeing airfield construction or repairs, processing airfield waivers, or conducting airfield surveys. NOTE: TSgt or above must obtain Airfield Manager qualifications to gain an SEI 368.

3.4.3. 1C791. Qualification in and possession of AFSC 1C771 and SEI 368. Also, experience managing functions such as airfield management activities, preparing or reviewing policies and directives for airfield management or ensuring coordination with agencies to improve airfield management functions.

3.5. Other. The following items are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color visions as defined in DAFMAN 48-123, *Medical Examinations and Standards*.

3.5.1.2. Ability to speak distinctly in person and over air-to-ground radios.

3.5.1.3. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs:

3.5.2.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Ground Transportation*.

3.5.2.2. Must maintain qualifications according to DAFMAN 13-204v2, *Airfield Management*.

3.5.2.3. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.2.4. Specialty routine access to Tier 3 (T3) information, systems, or similar classified environment.

3.5.3. For award and retention of AFSCs 1C7X1 and 1C700:

3.5.3.1. Completion of a current T3 Investigation required IAW DoDM 5200.02, DAFMAN 16-1405, *Air Force Personnel Security Program*, is mandatory.

3.5.3.2. Hearing Conservation certification is mandatory.

3.6. Must be able to handle weapons for BASH response and contingency taskings.

**NOTE:** Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, DAFMAN 16 -1405 *Department of Air Force Personnel Security Program*.