



NEW JERSEY NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: NJANG 73-AF-24



POSITION TITLE: Command Post Controller	AFSC 1C371	OPEN DATE: 1 Jul 2024	CLOSE DATE: OUF
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UNIT OF ACTIVITY/DUTY LOCATION: 108th Wing, Joint Base McGuire-Dix-Lakehurst, NJ	GRADE REQUIREMENT: Min: E-4 (SrA) Max: E-6 (TSgt)
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SELECTING SUPERVISOR: MSgt Carly Balas	Position Number 0108915134
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AREAS OF CONSIDERATION

Open to On-Board NJANG AGRs (Any AFSC)

Nationwide military members eligible for membership in the NJANG (Open to Any AFSC or Equivalent)

MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD or AFOCD

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain and maintain: Top Secret
 - Aptitude Requirement:
 - PULHES:
 - Strength requirement: Demonstrated ability to lift XX lbs
 - Must train to 1C3X1 AFSC, attend NC2 & NC3 courses within 1 yr
 - **ASVAB Minimum Scores: Administrative 55 & General 67**

ACTIVE GUARD AND RESERVE REQUIREMENT

IAW ANGI 36-101, 21 April 2022, paragraph Chapter 6, Initial AGR tour orders are probationary. The probationary period will not exceed six years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Be advised that acceptance of an AGR Tour may result in future and unexpected out of state PCS or tours of up to one year or longer.

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.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFMAN 48-123, 8 December 2020, 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.

Enlisted Airmen who are voluntarily assigned to a position which would cause an over grade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, 24 February 2010, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement.

IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding, See ANGI36-101 Attachment 3.

IAW ANGI36-101, paragraph 6.6.1, members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, State, or Air National Guard.

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 applicant.

TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS

Currently employed technicians may compete for AGR positions. If selected, permanent employees will have their Federal Employee Group Life Insurance (FGLI) continue for 26 pay periods following their start date on AGR. If selected, your National Guard Association of the United States (NGAUS) will be terminated at the end of the pay period you begin LWOP/AUS. If selected, normally, your Federal Employee Health Benefits (FEHB) will terminate 30 days after AGR start date. Other pay related actions (i.e., TSP, advanced sick leave, etc.) should be reviewed with the Employee Relations Section of J1-HRO. Contact information: 609-562-0866/0874.

BONUS/INCENTIVE RECIPIENTS

If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full-time employment with the National Guard. Contact your RETENTION OFFICE MANAGER.

SPECIAL ANNOUNCEMENT CRITERIA

- Selection into [E8 / E9 / O4 / O5] positions is contingent on availability/state allocation of controlled grades.
- Selection into higher graded positions IS NOT a promise of promotion
- Upon selection additional medical verification will be required prior to start of AGR tour
- The publication of AGR orders by HRO will be the official appointment into the New Jersey Air AGR program. No commitment will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- AGR Bring-Your-Own-Billet, authorization from the relinquishing commander is required.

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 and RIP will not be forwarded for consideration. The application package must include all items 1-5 listed below. If the required documents are not submitted, a letter of explanation must be included. Submittal of any missing requirements after the closeout will NOT be accepted.

Use AGR Application Instructions from DMAVA website (<https://www.nj.gov/military/admin/vacancy/#air-agr-jobs>)

**Incomplete packages will not be considered for the position vacancy

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<https://www.nj.gov/military/admin/vacancy>)
2. Signed CURRENT full Records Review RIP from Virtual MPF <https://vmpf.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFP. If exempt, please include Form 469 with application)
4. Current EPB/OPB – if you do not have a current EPB/OPB, submit last EPB/OPB and a MFR stating the missing reason.
5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.
6. Inability to Retire as AGR SOU (if applicable) (<https://www.nj.gov/military/admin/vacancy>)
7. Administrative Grade Reduction (if applicable)- Current military grade cannot exceed maximum Military grade announced on Vacancy. Over graded applicants must include a memorandum indicating willingness to accept an administrative reduction if selected.

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved.

PDF File Name should be Rank Last Name, First Name_Position Announcement Number

Example: TSgt Mouse, Mickey_VA 01-AF-23

Email Subject should be: TSgt Mouse, Mickey_VA 01-AF-23

Email Application Package to: ng.nj.njarmg.list.nj-job-submission-agr-air@army.mil

** Applications will be accepted through GEARS (GEARS <https://gears.army.mil/>), if standard email procedures do not work**

QUESTIONS: Applicants may call HRO to verify receipt of application prior to closeout date.

Commercial 609-562-0887 or Commercial 609-562-0860 or ng.nj.njarmg.list.nj-job-submission-agr-air@army.mil

Assistance will be rendered in the order the request was received.

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 1C300
 AFSC 1C391, Superintendent
 AFSC 1C371, Craftsman
 AFSC 1C351, Journeyman
 AFSC 1C331, Apprentice
 AFSC 1C311, Helper

COMMAND AND CONTROL OPERATIONS (Changed 31 Oct 22)

1. Specialty Summary. Manages and performs activities within fixed ground, mobile and airborne command and control (C2) facilities such as installation and expeditionary command posts (CP), operations centers, rescue coordination centers, and Higher Headquarters Command Centers/Operations Centers. Provides command, control, communications, and information support throughout the full spectrum of operations to include peacetime, emergency and disaster situations, crisis, contingency, and war. Receives and relays C2 instructions and records; collects, processes, and submits manual and automated data products. Disseminates time-sensitive critical information to senior leaders and support agencies. Establishes procedures for operational reports and defense readiness reporting systems. Reports international treaty compliance information. Uses communications systems and consoles to affect positive control of assigned forces and weapons systems. Supports chemical, biological, radiological, and nuclear (CBRN), and conventional warning and reporting activities. Ensures compliance with operations center and C2 Operations policies and procedures. Related DoD Occupational Subgroup: 125000.

2. Duties and Responsibilities:

- 2.1. Performs C2 actions to support Homeland Security, National Defense, and Air and Space 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 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, 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.
- 2.2. Prepares and submits operational/situational reports, 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.
- 2.3. 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 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 systems and aircraft flight following and mission 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 C2 Operations personnel, information, operations, computer, emission, industrial and physical security programs.
- 2.5. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: Air Force organization and administration; EM the National Incident Management System (NIMS) and Air Force Incident Management System (AFIMS); C2 data systems and reporting; automated data processing equipment use, capabilities, and limitations; techniques of presenting data; data collection procedures and summary techniques; purpose of command post for preparing, executing, and controlling assigned forces; emergency actions and directives; command weapon systems movement and transfer procedures; encode, decode; and authorization procedures used by command of assignment.

3.2. Education. For entry into this specialty, completion of high school is mandatory.

3.3. Training. For award of the AFSC 1C331, completion of the Command and Control Operations Apprentice Course is mandatory.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 1C351. Qualification in and possession of AFSC 1C331. Also, experience in functions such as handling automated operational data, controlling input and output data from automated C2 Operations systems using data processing devices, and communication operations.

3.4.2. 1C371. Qualification in and possession of AFSC 1C351. Also, experience performing or supervising functions of C2 operations.

3.4.3. 1C391. Qualification in and possession of AFSC 1C371. Also, experience managing and directing C2 Operations functions.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty for initial accessions:

3.5.1.1. Meet mandatory AFSC aptitude, physical profile, and citizenship entry requirements as identified in attachment 4.

3.5.1.2. Must pass Reading Aloud Test as defined in current version of Medical Standards Directory (MSD).

3.5.1.3. Must have S-1 profile (for PULHES clearance)

3.5.2. For entry into this specialty for personnel in retraining status:

3.5.2.1. Retraintees are only accepted IAW the following: E-1 through E-5 (no TIS restrictions), E-6 (less than 12 years TIS). SNCOs are not accepted without prior coordination of the 1C3 CFM. **NOTE:** TIS/grade restrictions do not apply to the ARC.

3.5.2.2. Meet mandatory AFSC aptitude, physical profile, and citizenship entry requirements as identified in attachment 4.

3.5.2.3. Must pass Reading Aloud Test as defined in current version of Medical Standards Directory (MSD).

3.5.2.4. Must have an S-1 profile (for PULHES clearance).

3.5.2.5. Interviewed and recommended by a Command and Control Operations Manager (retraining action needed for entry into 1C3X1 IAW AFMAN 10-207, *Command Posts*.) **Note:** Retraining interview do not apply to the ARC. Must be screened for eligibility for Personnel Reliability Assurance Program (PRAP) as outlined in the HQ AETC PRP Prescreening Guidance and deemed a suitable candidate for follow-on PRAP duties. PRAP standards are outlined in DoDM 5210.42, *Nuclear Weapons Personnel Reliability Program* and DoDM 5210.42, AFMAN 13-501, *Nuclear Weapons Personnel Reliability Program (PRP)*.

3.5.2.6. NOTE 1: AETC/A2N will only make recommendations for PRP, not for AFSC classification. Note 2: PRAP Screening does not apply to the ARC.

3.5.3. For entry, award, and retention of these AFSCs:

3.5.3.1. No history or record of psychiatric hospitalization that results in unresolved diagnosis or prolonged medical treatment (or observation) which precludes execution of daily AFSC duties and/or reasonable judgment.

3.5.3.2. No history or evidence of personality disorder, substance use disorder, emotional instability or impulsive behaviors as diagnosed by a competent medical authority (examples include, but are not limited to: alcohol/drug misuse, intentional self-injury, difficulty controlling/intense anger or sadness, etc.) which precludes execution of daily AFSC duties and/or reasonable judgment.

3.5.3.3. No evidence or history of misconduct that resulted in a court martial conviction (examples include, but are not limited to: illicit drug use, financial irresponsibility, physical or sexual assault, domestic violence, discrimination, harassment, threats, or reprisal, etc.). For award, wavierable on a case-by-case basis by the 1C3 CFM.

3.5.3.4. Must have an S1 profile (for PULHES clearance) for entry. For retention, waiverable to S-3 by to the 1C3 CFM.

3.5.4. For award, and retention of these AFSCs:

3.5.4.1. Must maintain certification according to AFMAN 10-207, *Command Posts*.

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

3.5.4.3. Specialty requires routine access to Tier 5 (T5) information, systems, or similar classified environments. Completion of a current T5 Investigation IAW DoDM 5200.02, AFMAN 16-1405, *Air Force Personnel Security Program*.

3.5.4.4. Reclassified and/or retraining personnel may enter the career field with a Secret clearance. **NOTE:** Award of the entry level without a completed T5 Investigation is authorized provided an interim Top Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16-405, *Air Force Personnel Security Program*.

3.5.4.5. Must have S1 profile (for PULHES clearance). For retention, wavierable to S-3 by the 1C3 CFM.