

Statewide Announcement is made of the following Active Guard Reserve (AGR) Position in the Nevada Air National Guard

Announcement Number:	16-045
Date of announcement:	15 April 2016
Closing Date:	20 May 2016 (All applications must be received before 1600 on the closing date in the Human Resources Office, not postmarked by closing date.)
Start Date No Later Than:	15 June 2016 (Will be filled as Temp AGR from 15 Jun 16-30 Sep 16; Initial tour AGR from 1 October 16 to 30 Sep 19)
Position Description & #:	Command Post
Duty Location:	Reno, NV
Unit:	152 AW
Area of Consideration:	Statewide*
Grade:	Enlisted; Min E-5/SSgt Max E-7/ MSgt
AFSC:	1C3X1 preferred; must be able obtain AFSC 1C3X1 within 1 year
Salary:	Full military pay and allowances depending on rank and longevity
Initial Tour Length:	3 years from 1 Oct 16
Human Resources Point of Contact:	SMSgt Joseph Henle (775) 887-7391/DSN 530-7391 mailto:joseph.a.henle.mil@mail.mil
Unit Point of Contact:	CMSgt Dave Gonzales (775) 788-9498 /DSN 830-9498 Email david.p.gonzales.mil@mail.mil
NOTE:* Statewide; Current member of the NVANG	

16-045

HOW TO APPLY:

INTERESTED APPLICANTS MUST FORWARD THIS CHECKLIST WITH THE FOLLOWING DOCUMENTATION IN ORDER, NO BINDERS OR STAPLES PLEASE!

1. Initial NGB Form 34-1, dated 20131111, must be complete with original signature (Available on NGB Forms) http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm
2. Initial Physical:
 - **AF Form 422**, Physical Profile Serial Report, (Current within 12 Months)
 - **DD Form 9229**, (Only required if announcement requires applicant to be on Flight status)
 - Medical documents which indicates a Permanent Profile higher than a “1” in any of the PULHES fields of the physical (if applicable). Medical documents for any Temporary Profiles. Selected applicant will have to fill out a DD FORM 2870, AUTHORIZATION FOR DISCLOSURE OF MEDICAL OR DENTAL INFORMATION before start date.
3. Initial All DD Form 214 (s), NGB Form 22 (s), and DD Form 215(s) covering any active duty period. **DD 214 copy must include bottom portion that identifies Separation Code. DD 214 Member 4 will have Separation Code.**
4. Initial Current AF Form 526 Retirement Point Credit Record (Guard/Reserve members only).
5. Initial Current RIP Sheet within the last 30 days (RIP must show your ASVAB scores and awarded AFSCs).
6. Initial Air Force Fitness Management System (AFFMS) printout showing a score of at least 75%.
7. Initial A memo from Security Manager showing current clearance. Must currently hold a Secret Security Clearance.
8. Initial Resume and any supporting documentation to reflect experience, training for the advertised position to include civilian degrees, and letters of recommendation.
9. Initial Last five EPRs (if applicable). Submit a memo to the President of the Board, explaining reason(s) for any missing or not requiring of EPRs.
10. Initial Photograph:
 - Official Military BIO Photo in Dress uniform without headgear preferred. Photo in Airman Battle Uniform accepted if Service member does not have dress uniform. If not available submit memo to President of the Board explaining why you do not have a dress uniform photo (if applicable).

11. Initial Copy of Air Force Certificates of Training, to include highest PME completed, documenting military education appropriate to branch/AFSC which qualified.
12. Initial Sanctuary Waiver. If initial tour will bring member in Sanctuary, 18-20 years Total Active Federal Military Service, applicant must complete waiver IAW AFI 36-2131 Attachment 4. Not applicable for members who have attained Career AGR Status in NVANG.
13. Initial Applicants email address: _____
(Applicants will be contacted by email or phone for interviews)

Applications without all required supporting documents will not be considered and will not be returned. Applications received after 1600 on the closing date will not be considered and will not be returned.

US Government postage and envelopes may not be used for submitting applications. Qualified applicants will be contacted for interviews. The Board President or Human Resource Office will contact all applicants to notify them of recommendation or non-recommendation either by phone or by memorandum. If there are three or less applicants a formal board may not be held.

Submit applications to:
Nevada Military Department
ATTN: HRO AGR Branch NGNV-HR-AG
2460 Fairview Drive, Carson City Nevada 89701-5502

All applications must be received in the HRO office before 1600 on the closing date of this announcement, not postmarked by closing date. If applying for multiple job announcements you must fill out a complete packet for each announcement.

PRIMARY DUTIES AND RESPONSIBILITIES:

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 Combatant Command and Major Command (COCOM/MAJCOM) command 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, nuclear, and explosive (CBRNE), and conventional warning and reporting activities. Ensures compliance with operations center and CP policies and procedures. Related DoD Occupational Subgroup: 125000.

Major duties:

1. 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 CP 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 CP processes. Performs self-assessments. Ensures operational readiness and adherence to standards. Recommends actions to correct CP 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. 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.
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 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.
4. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains CP personnel, information, operations, computer, emission, industrial and physical security programs.
5. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

AFSC QUALIFICATION REQUIREMENTS:

1C3X1 preferred but not required. Failure to complete 1C3X1 course within 1 year will result in the termination of AGR tour.

Mandatory AFSC Entry Requirements:

- ASVAB score – General 67 Admin 55
- Demonstrated Weight lift of 40lbs
- PULHES 222121

ADDITIONAL REQUIREMENTS:

N/A

MINIMUM ELIGIBILITY CRITERIA:

To be accessed in the AGR program, an individual must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour. Members selected for AGR tours must meet the physical qualifications outlined in AFI 48-123. Must not be under a current suspension of favorable personnel actions. Enlisted applicants who are over grade may apply, but must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. The initial tour length is three years. Must have sufficient time remaining (ETS) (MRD) to permit completion of tour of duty. Subsequent tour(s) will be based on authorized force structure in effect. PCS funds have been authorized if in the best interest of the government. See ANGI 36-101 for AGR accession requirements.

THE NEVADA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, sex, religion, national origin, or political affiliation. Due to restrictions in assignment to certain units some positions may have gender restrictions.