

Louisiana National Guard



JFHQ-LA, NGLA-JPM-HA
JACKSON BARRACKS
6400 SAINT CLAUDE AVE
NEW ORLEANS, LA 70117

AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 022-18

OPEN DATE: 29 AUG 18

CLOSING DATE: 19 SEP 18

POSITION: AIRFIELD MANAGEMENT

UNIT / LOCATION:

**159th Operations Support Flight
New Orleans, LA**

This position is located in Airfield Management/Flight Services Branch which is responsible for coordinating and maintaining liaison with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search and rescue operations, and natural disasters. This full- performance level position provides direct support to unit and other military and civilian aircrews during scheduled and unscheduled flying and ground activities. The incumbent works independently on standard and extended and/or rotating shifts to provide aircrews with information and assistance necessary for planning and conducting safe flight operations.

AFSC: 1C771
MINIMUM RANK / GRADE: TSgt / E-6
MAXIMUM RANK / GRADE: MSgt/ E-7

*****LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336*****

WHO MAY APPLY FOR THIS POSITION:

THIS ANNOUNCEMENT IS OPEN TO CURRENT ENLISTED MEMBERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

SPECIAL NOTES:

WITH THE EXCEPTION OF A RESUME, LETTERS OF RECOMMENDATION, AND SNCOA ANY ADDITIONAL DOCUMENTS NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTS LISTED ON THE ANNOUNCEMENT.



All Applicants must scan / submit via email the following documents in the order that they are listed:

- ☐ **Cover letter**, typically provides detailed information on why you are qualified for the job.
- ☐ **NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position.
(announcement number and position title must be annotated on the form)
- ☐ **Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- ☐ **Full length military service dress photograph with white background** *(snapshots acceptable)*
- ☐ **Copy of State Driver's License** *(photocopy of both sides)*
- ☐ **Current Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- ☐ **Enlisted Performance Report, EPR** *(current within 12 months)*
- ☐ **Letter of Recommendation**, required when EPR is not available from the military command.
- ☐ **Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program).
- ☐ **Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES
- ☐ **Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

Area of Consideration

- This position is **open to current enlisted members in the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- May be required to fly in military aircraft or commercial aircraft for TDY purposes.
- Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

Qualifications Requirements

- **Compatible AFSC: 1C7X1**
- **Minimum acceptable grade: E-6**
- **Maximum acceptable grade: E-7**
- Member must possess a **SECRET** security clearance.
- Member must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- No record of disciplinary action that resulted in an Article 15 or unfavorable Information File.



- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

Evaluation Process

Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

Duties and Responsibilities

- Responsible for coordinating and maintaining liaison with military, federal, and local agencies concerning airspace utilization, flying operations, aircraft emergencies, search and rescue operations, and natural disasters. This full- performance level position provides direct support to unit, other military and civilian aircrews during scheduled and unscheduled flying and ground activities.
- Provides preflight briefings to military, civilian aircrews, and civilian contractors on CONUS/International Civil Aviation Organization (ICAO) flight plans. Furnishes pilots with full range of necessary information pertinent to planning and completing their intended flight safely and assists them in making preflight decisions and calculations when required. Reviews and evaluates proposed flight plans for technical accuracy and compliance with USAF, FAA, DOD and ICAO directives.
- Briefs aircrews on air traffic control, noise abatement, and Bird Aircraft Strike Hazard (BASH) procedures to include special departure procedures, radar departures, communications requirements, and airfield conditions and restrictions. Briefs pilots on alternate airfields' facilities, status and limitations of navigational aids, restricted areas, radio frequency changes, call letters, airfield obstructions, and other information necessary to accomplish the flight safely. Briefs Notices to Airmen (NOTAMS) as required prior to all flights. Provides flight following as required on all flight plans.
- Inspects or ensures the inspection of ANG Ramps and Navy taxi ways / Runways daily (or more often as required) for such flying safety hazards as: foreign object debris, violations of lateral clearance criteria, and hazards to landing, take-off, taxiing or parking areas. These inspections focus on condition of taxiways, aprons, and ramps, and the operational status of airfield lighting systems and arresting systems. Monitors repairs and construction projects for ANG property as they affect operations of the aerodrome. Initiates and cancels NOTAMs on airfield facilities/conditions. Disseminates severe weather warnings to base activities.
- Conducts quality control measures to monitor the effectiveness of unit airfield driver program (ADP). Routinely monitor radios for proper radio terminology/phraseology and discipline. Conduct random spot checks for enforcement and compliance with the ADP. Reports and document results of spot checks to Airfield Manager.
- Performs other duties as assigned.



Submission of Application

Application packets must be scanned to: ng.la.laarng.mbx.agr-branch-air@mail.mil in one pdf file or via AMRDEC SAFE (<https://safe.amrdec.army.mil/safe/>) until 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.

