

Texas Air National Guard Air Active Guard Reserve (AGR) Vacancy

Announcement Number: AGR-16-46

Open Period: 10 May 2016 to 25 May 2016 *(This is a 15 day announcement)*

Open Areas of Consideration: **In-State**

This vacancy announcement is open to all participating members of the Texas Air National Guard.

Appointment Factors: **Open to NTE MSgt/E-7**

Position Information

Title: Airfield Management

Grade: MSgt/E-7

DAFSC: 1C771

Position #/s: (0148) 0074623334

Unit/Duty Location: 149 FW/OSS, Joint Base San Antonio, TX

Funding Availability: AGR Funded

Concurrently Advertised: N/A

SUMMARY

Specialty Summary. Manages airfield operations, coordinates with aircrews, 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.

Duties and Responsibilities:

- Performs airfield inspections and checks to include runways, taxiways, aprons, pavements, arresting systems, signs, lighting and airfield clearance areas. Responds to wildlife, foreign object debris and other flight safety hazards affecting the airfield environment. Coordinates with base agencies for support of airfield facilities.
- Provides aircrews pre-flight briefings. Briefs pilots current airfield status; arresting system configuration, runway surface conditions, correct taxi routes and any hazards to operations in person and via air-to-ground radios. Advises aircrews of flight planning procedures applicable to the local area preferred departure routes. Coordinates transient aircrew support with applicable base agencies for billeting, messing, refueling, transportation, and transient aircraft maintenance.
- Procures, maintains, and produces information regarding the safe operation of aircraft on the airfield and through the national and international airspace systems. Information includes aircraft prior permission, Flight Information Publications, Notice to Airmen (NOTAM), local airfield and navigational aid status, and aircraft parking plan utilization.
- Reviews, interprets and enforces policies, instructions and directives pertaining to airfield operations. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include operational procedures, training and certification requirements, and violation remedial actions.
- Performs expeditionary airfield management functions in support of USAF Agile Combat Support Concept of Operations for worldwide deployment of DoD aircraft.

QUALIFICATION REQUIREMENTS

- ***Trainees Not Applicable:* MUST HOLD 1C751 OR 1C771 AFSC FOR CONSIDERATION**
- 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.
- Experience. 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.

CONDITIONS OF EMPLOYMENT

1. AGR applicants should be able to attain 20 years TAFMS in the AGR career program. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete the Statement of Understanding. The HRO will maintain the completed and signed Statement of Understanding.
2. It is not the intent of the AGR program to bring non-career applicants into the sanctuary zone [18 to 20 years Total Active Federal Military Service (TAFMS)]. Anyone whose order [AD or FTNGD orders (other than training)] places them at 18 years or more TAFMS will require a signed and approved sanctuary waiver IAW AFI 36-2131, Administration of Sanctuary in the Air Reserve Components.
3. To accept an AGR position, an applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
4. 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.

INSTRUCTIONS FOR APPLYING: Incomplete/expired paperwork will **NOT** be considered

1. **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, dated 11NOV2013:** *Previous Editions are Obsolete.* **Announcement number and position title must** be annotated on the form. (i.e. "AGR-16-XX")
2. **Copy of Records Review RIP within last 30 days.** May be obtained from your Personnel Records at your unit. For Air Force/Air National Guard you can obtain your Records Review RIP from your Military Personnel Flight or go to <http://www.afpc.randolph.af.mil/vs> (**RIP must show your ASVAB scores and awarded AFSCs**). Records Review RIP must be no more than 30 calendar days old.
3. **AF Form 422, Notification of Air Force Member's Qualification Status validated within the last 12 months** (required), and **AF 469, Duty Limiting Condition Report** (if applicable).
4. **Air Force Fitness Standards. Fit to Fight AF Fitness Management Assessment must be **no more than 12 months** old.** Air Force/Air National Guard can obtain fitness assessment from your AF Portal, AFFMS – AF Fitness Management System. Airmen must meet the minimum requirements for each fitness component in addition to an overall composite of 75 or higher for entry into the AGR program. For members with a documented DLC prohibiting them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. **DD Form 214s** (if applicable)
6. Other documents (EPRs/OPRs, Resume, etc.) are **optional**.

SUBMISSION OF APPLICATION

Applications must arrive at the HRO Applications Inbox at the following e-mail address: ng.tx.txarng.list.hro-agr-air@mail.mil no later than **2359 Central Time** on the closeout date of the job announcement. Applications must be complete upon initial submission in one single PDF package, with the proper naming convention of Last Name- Announcement number (i.e. **Last Name-AGR-16-XX**). Applications submitted in pieces and/or without the announcement number and position title on the NGB 34-1 will not be accepted and will be automatically disqualified.

Encrypt emails for your protection. For unencrypted emails, redact Personal Identifiable Information (PII); *such as SSN, DOB, home/ mailing address, height, weight, Body Mass Index, marital status, number of dependents, religious preference.* Copies of official transcripts will be accepted (if required per the announcement). If selected for the job announcement, official transcripts will be required at a later date.

Incomplete packages, packages not meeting mandatory criteria, or packages received after the close out date, as indicated on the job announcement, will **NOT** be considered.

Applications will be reviewed after the close out date. Disqualification notifications will be emailed to applicable applicants NLT 10 days after the announcement close out date. If you need to update a previously submitted package, and it is before the closeout date, you must send a new complete package with the updated information. Sending only the updates will disqualify your package, as incomplete packages are not accepted. It will need to be named, in the subject line, as Update Last Name-Announcement number in the following format (i.e. "Update Last Name-AGR-16-XX")

REMARKS

All notifications of selection are conditional until verification of security clearance, medical clearance, and HRO approval.

The Texas National Guard is an Equal Opportunity Employer.