

AMENDMENT

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT
HEADQUARTERS TEXAS AIR NATIONAL GUARD**

POSITION: Operations Superintendent (A3)

ANNOUNCEMENT No: HQ 16-109

LOCATION: Headquarters Texas Air National Guard
2200 West 35th Street, Bldg 9
Austin, TX 78703-1222

OPENING DATE: 5 October 2016

GRADE: Promotable SMSgt/E-8 - CMSgt/E-9

CLOSING DATE: **19 November 2016**

AREA OF CONSIDERATION: STATEWIDE

AFSC: ANY

POSITION SELECTION CONDITIONS: The authorized grade for this position is CMSgt/E-9. The successful applicant is not guaranteed promotion to CMSgt. Meeting minimum eligibility criteria only indicates that a member can be considered eligible for promotion. This is a part-time/Drill Status Guardsmen (DSG) position only.

HOW TO APPLY:

1. Submit a Letter of Introduction
2. Commander's Endorsement Memorandum (See link @ TXMF Jobs Air Traditional main page)
3. Military Record of Individual Personnel (RIP) (MILPDS or vMPF generated)
4. Military Biography – Limited to 2 pages (IAW AFH 33-337, The Tongue and Quill p. 257-259)
5. Targeted Resume (IAW AFH 33-337, The Tongue and Quill p. 265-274)
6. Personal Letter of Intent outlining Career Goals and Objectives
7. Individual Current Fitness Assessment History
8. Letters of Recommendation may be included

Moving Expenses are NOT Approved for this Position

PERSONAL INTERVIEWS: Applicants must be available for an interview, in person preferred. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED.**

NOTE: All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, political affiliation, kinship, and other non-merit factors.

GENERAL DESCRIPTION

A3 Superintendent for the TXANG Operations Directorate. Develops, coordinates, and executes TXANG domestic response plans in support of the Texas Military Department (CONPLAN 3500). Assesses State plans, participates in conferences/working groups, and facilitates interagency training to ensure the preparedness of TXANG units. Serves on the DOMOPS Adaptive Battle Staff (ABS) to coordinate the deployment, integration, and employment of TXANG units on behalf of the TXANG Commander.

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KEY RESPONSIBILITIES

- Advise the Director of Operations on TXANG operational issues
- Collaborate with Joint and Interagency partners to formulate operational plans
- Understand, communicate, and implement National Guard for Defense Support of Civil Authorities (NGSCA) directives, policies, instructions and guidance
- As directed, serve as the Texas Air Operations Center (AOC-TX) Superintendent
- As directed, serve as the TXANG representative on the JOC staff
- Brief senior leaders and headquarters staff on TXANG unit deployments, operational readiness/domestic preparedness, and other pertinent data associated with TXANG operations
- Support the TXANG Domestic Capability Priorities (DCP) process
- Create, review, and revise TXANG Mission Ready Packages
- Responsible for Air Force Records Management for the A3 Directorate
- Provide support to TXANG units through informal Staff Assistance Visits
- Perform other tasks and projects as assigned by the Commander and Director of Operations

Specialty Qualifications: Within first year of assignment, must complete FEMA IS online courses and attend TMD Disaster Response LNO course at Camp Mabry.

IS-100b: Introduction to Incident Command System (ICS-100)
IS-200b: ICS for Single Resources and Initial Action Incidents
IS-700a: National Incident Management System (NIMS), an Introduction
IS-775 EOC Management and Operations
IS-800b: National Response Framework, an Introduction
IS-546.a: Continuity of Operations Awareness Course
IS-547a: Introduction to Continuity of Operations (COOP)

Questions regarding this announcement should be directed to Col Tom Suelzer at commercial 512-483-1348 or Mr. Greg Whiting at 512-782-5008 (DSN 954-5008).

SUBMIT Application Documents to:

Headquarters Texas Air National Guard
NGTX/CDP
2200 West 35th Street, Bldg 9
Austin, TX 78703

Application documents may also be combined into one (1) .PDF file or .PDF Portfolio and emailed directly to Jessica.l.wahpepah.mil@mail.mil by COB of the closing date.