DEPARTMENTS OF THE ARMY AND AIRFORCE
JOINT FORCE HEADQUARTERS
NEW HAMPSHIRE NATIONAL GUARD
1 MINUTEMAN WAY
CONCORD, NH 03301
PLEASE POST IN A PROMINENT LOCATION

30 Jul 2020

ANNOUNCEMENT NUMBER: AGR 20-027.

POSITION TITLE: Command and Control Operations Controller-1C3X1.

MERIT: All current NHANG AGRs in the rank of: SrA/E-4-SSgt/E-5.

OPEN: All current NHANG enlisted members (to include Temp AGRs, OTTs,) and all individuals eligible to join the NHANG in the rank of SrA/E-4-SSgt/E-5.

MAXIMUM MILITARY GRADE: SSgt/E-5.


DUTY LOCATION: 157 ARW/Command Post, 302 Newmarket Street, Pease ANGB, NH 03803.

TYPE OF APPOINTMENT: 3 Year AGR Tour, Start Date: 01 Oct 2020.

MINIMUM PREREQUISITES:

• ASVAB Scores: A-55 and G-57.
• Physical Scores: P-2, U-2, L-2, H-1, E-2, S-1, X-G.
• US Citizenship.
• Experience managing and directing administrative functions.
• Ability to speak English clearly and distinctly.
• No record of psychiatric hospitalization.
• No history or evidence of chronic mental health disorder, substance use disorder, or other significant chronic disorders by a licensed health care provider.
• This specialty requires routine access to Top Secret material or similar environment. Completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501 is mandatory.
• Individual must be eligible for a Top Secret security clearance. If a Top Secret security clearance is not held by the Airman selected for an AGR assignment that requires access to Top Secret information, the Airman must initiate a security clearance update. The AGR selectee must notify his/her unit security manager to initiate a new security investigation.
• Individual must meet the accession qualifications for entrance into the AGR Program IAW: ANGI-36-101-Chapter 5. Individual selected for AGR service must meet the physical qualifications for entrance into Active Duty, the requirements of ANGI 36-101, Chapter 5, and possess an AFSC compatible with the AFECU upon selection for AGR duty.
• Upon selection Airman must meet the requirements IAW: AFMAN 10-207-Operations-Command Posts.

OTHER PERTINENT DATA:

• Any Enlistment and/or Reenlistment Bonus incentives will be terminated upon start date for a Title 32 AGR tour. Recoupment may be required depending on the specific incentive contract recoupment procedures. Please contact the NHANG Retention Manager at: 603-430-3502 with any questions.
ADDITIONAL INFORMATION:

- MSgt Jessica Davidson, at O: 603-225-1339, E: Jessica.L.Davidson12.mil@mail.mil.
- CW5 Tina Corliss, at O: 603-225-1337, E: Tina.M.Corliss.mil@mail.mil.
- Other job postings are available at: https://www.ang.af.mil/Careers/State-ActiveGuard-Reserve.

EQUAL EMPLOYMENT OPPORTUNITY:

- The NH National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, age, national origin, gender, political affiliation, marital status, membership or non-membership in an employee organization or any other non-merit factor.

INSTRUCTIONS FOR APPLYING

PLEASE PROVIDE YOUR EMAIL AND PHONE NUMBER WITH APPLICATION

REQUIRED DOCUMENTS:

MERIT:

- A single page memorandum, signed expressing your interest and qualifications for the position; include announcement number.
- Three References include: Name, email addresses, and phone numbers.
- Last Three EPRs (Enlisted Performance Report - If three are not available, please provide Memorandum for Record.)
- Records Review Rip (Found in AF Portal/VMPF-View/Print All.)
- Report of Individual Fitness, must validate a passing score within 1 year of closing date (Found in AF Portal/AFFMS.)
- AF Form 422 Obtained from MDG Clinic (PULHES, CV-Signed within 1 year of the Closing Date) POC: 603-430-2325. (If requested and not available by closing date, please provide Memorandum for Record, and a print out of your IMR-Medical Readiness Found in the AF Portal.)

OPEN:

- A single page memorandum, signed expressing your interest and qualifications for the position; include announcement number.
- Three References include: name, email addresses, and phone numbers.
- NGB Form 34-1 (20131111) which includes announcement number and title of position.
- Last three EPRs (if not available, please provide memorandum for record.)
- Records Review Rip (found in VMPF-View/Print All.)
- Report of Individual Fitness, with a passing score within 1 year of closing date (Found in AF Portal/AFFMS.)
- AF Form 422 Obtained from MDG Clinic (PULHES, CV-Signed within 1 year of the Closing Date) POC: 603-430-2325. (If requested and not available by closing date, please provide Memorandum for Record, and a print out of your IMR-Medical Readiness Found in the AF Portal.)
- ALL Discharge Orders: DD 214s/NGB 22s.
- MPA or Temp AGR Tour Orders, (if applicable.)
- Current or prior Technicians must include SF 50.
- Point Credit Summary (found in VMPF-Self Service Actions.)

*FAILURE TO SUBMIT ALL OF THE REQUIRED DOCUMENTS WILL CAUSE YOUR APPLICATION TO BE DISQUALIFIED*

Applications must be received electronically in PDF Format to the Human Resources Office via email NO LATER THAN the closing date indicated above. All applications must be emailed directly to: Jessica.L.Davidson12.mil@mail.mil & Tina.M.Corliss.mil@mail.mil.
**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 and 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 C2 Operations policies and procedures.
- Related DoD Occupational Subgroup: 125000.

**Duties and Responsibilities:**

- 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 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.
- 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.
- 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.
- 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.
• 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.
• Performs administrative actions.
• Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

FOR THE ADJUTANT GENERAL

ERIC B. HOGANCAMP
COL, NHNG
Director of Human Resources
*This AGR Announcement has been reviewed and QC'd by the following individuals prior to Advertising:*

NHNG Air AGR Manager:

DAVIDSON.JESSICA.LYNN.1267636970
Digitally signed by
DAVIDSON.JESSICA.LYNN.1267636970
636970
Date: 2020.07.30 09:39:15 -04'00'

Hiring Official:

BLOUGH.MICHAEL.JOSEPH.1244108233

2020.07.30 10:26:38 -04'00'

NHNG Army AGR Manager:

CORLISS.TINA.MARIE.1005541677
Digitally signed by
CORLISS.TINA.MARIE.1005541677
77
Date: 2020.07.30 15:08:27 -04'00'