

HAWAII AIR NATIONAL GUARD

**** ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT****

Application Opening Date:

9 Apr 21

Application Closing Date:

10 May 21

Position Number

FY 21-087

Duty Position:

Air Traffic Control

Grade Min. / Max.:

E-8 (SMSgt) - E-9 (CMSgt)

Duty AFSC:

1C191/1C100

**** Special Requirements****

****FY 21 REALIGNMENT****

Duty Location:

297 ATCS
91-1367 Saratoga Ave
Bldg 1922
Kapolei, HI 96707

Selecting Official: Maj Irving B. Bicoy II

Point of Contact: MSgt Tristtany Ko

Comm: 808-672-1235

Who May Apply:

Open Nationwide to military members with AFSC 1C191/1C100.

Qualifications, Duties and Responsibilities:

Classification Directory AFCD & AFOCD - (accessed from a .mil computer)

Controls terminal air traffic. Initiates and issues ATC clearances, instructions and advisories to ensure safe, orderly and expeditious flow of air traffic operating under instrument and visual flight rules. Employs air and ground communications, aural, visual and radar systems to control and expedite movement of air traffic. Releases and/or accepts aircraft to and/or from other en route or terminal ATC facilities. Coordinates the status of other ATC facilities.

Supervises ATC functions. Ensures the facility operates in a safe, efficient and professional manner. Effects coordination within the facility and between other facilities or agencies. Exercises general supervision over ATC personnel. Identifies training requirements, ensures training is conducted and certifies training. Ensures pre-duty familiarization and equipment checks are conducted and appropriate agencies are notified of equipment deficiencies. Directs actions of controllers in handling aircraft mishaps, emergencies, bomb threats, fire and similar emergency situations. Implements emergency operational plans and procedures. 1.3 Conducts and directs aircraft mishap and hazardous air traffic systems reporting. Serves as the

focal point on the airfield for ground or airborne aircraft mishaps, system reports on hazardous air traffic activities, and ATC and pilot incident inquiries.

Performs as upgrade/qualification OJT trainer. OJT trainers for ATC management training (CCTLR, NATCT, and NSE) must: be certified on tasks to be trained, possess the appropriate SEI, complete AF Training Course (AFTC), complete HQ AFFSA ATC Trainer QTP and respective management QTPs, must be position certified and/or facility rated and be recommended by their supervisor. Initial requirements only pertain to first time trainer qualifications. Local trainer requirements will be provided to new arrivals that are trainer certified.

Plans and organizes ATC activities. Provides for use and control of space, equipment, time, supplies and personnel allotted to ATC activities. Analyzes traffic data from ATC facilities. Requisitions and accounts for equipment, space, supplies and other resources required for efficient operation. Designs organizational chart to show lines of authority and to identify specific responsibilities for performing ATC functions.

Directs ATC activities. Establishes procedures and performance standards in ATC facilities. Recommends installing, maintaining and removing ATC equipment and facilities. Inspects and evaluates ATC activities. Conducts periodic inspection of ATC activities to determine operational readiness and to provide assistance in solving operation, maintenance, supply and personnel problems. Discusses inspection findings with supervisory personnel and recommends action to correct deficiencies. Advises supervisor on status, maintenance and adequacy of equipment, supplies, training and operational efficiency. Interprets ATC policies for operational community. Controls terminal air traffic in order to maintain operational awareness and proficiency.

Plans and organizes RAPCON/TOWER ATC activities. Directs ATC activities. Establishes procedures and performance standards in ATC RAPCON/TOWER facilities. Recommends installing, maintaining and removing ATC equipment and facilities. Inspects and evaluates ATC activities. Conducts periodic inspection of ATC activities to determine operational readiness and to provide assistance in solving operation, maintenance, supply and personnel problems. Discusses inspection findings with supervisory personnel and recommends action to correct deficiencies. Controls terminal air traffic in order to maintain operational awareness and proficiency.

-Performs ATC Chief/Superintendent duties and responsibilities.

Additional Duties and Responsibilities:

Performs other duties as assigned.

FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.

REQUIRED DOCUMENTS:

1. **NGB Form 34-1, dated November 2013, Signed, dated and annotated with job number and title.**
 - a. *ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE of the NGB.
 - b. FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action.
 - c. **** Application must be signed ****
Link to 34-1: <https://dod.hawaii.gov/hro/files/2020/08/ngbf34-11.pdf>
2. Current & complete Report on Individual Personnel (RIP) (Record Review/Update) printout from virtual MPF
3. Most recent copy of current passing fitness assessment
4. Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2502, Paragraph 11.1.2.4.1.1.2. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the AGR program or moved into the position.
5. SF 50 for technicians only. DSG do not need to prove one.
6. Additional Documents Recommended, but NOT REQUIRED: Last 2 OPRs/EPRs, RESUME, Letter of Recommendations.

**** ALL APPLICATIONS MUST BE SENT AS ONE PDF FILE ****

NOTE: There is a known issue that digital signatures are being removed from the NGB Form 34-1 once combined as one PDF. To avoid this, once you sign and save the NGB Form 34-1, go to Print, then select "Microsoft Print to PDF". Click Print. Use this copy of the form to combine into the required documents and send to HRO. Always verify the signature is present before you sent to HRO.

Forward application and attachments to:

Inquiries Call: (808) 672-1235

Applications are required to emailed to:

tristtany.ko.1@us.af.mil and jenalyn.arnold@us.af.mil

Applications must submit through AMRDEC or a DOD government computer and any applications received after 24:00 of close date are returned without action.

Equal Opportunity/ Basic Eligibility Requirements:

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired or Commander approval.
- Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- Must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers (O6 is 30 years); age 60 for enlisted members. 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 a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated due to adverse action from Active Duty or a previous Reserve Component AGR tour.