



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**

**ANNOUNCEMENT NUMBER NHANG 16-027**

**DATE: 7 December 2016**

**POSITION TITLE, SERIES/GRADE MSgt**  
COMMAND POST

**MAXIMUM MILITARY GRADE MSgt/E7**  
FULL PAY AND ALLOWANCES BASED ON RANK AND LONGEVITY.

**MERIT:** All current NHANG AGR enlisted members in the rank of TSgt E/6 to MSgt/E7

**OPEN:** All NHNG enlisted members in the rank of TSgt/E6 to MSgt/E7 and those eligible to become a NHANG member

**CLOSING DATE:**

**Merit: 22 December 2016**

**Open: 12 January 2017**

**DUTY LOCATION**

Command Post  
Pease ANGB

**TYPE OF APPOINTMENT**

AGR TOUR

**SPECIAL CONSIDERATIONS**

Individual selected must be willing to work shift work, including nights, weekends and holidays and must be able to maintain a Top Secret Security Clearance.

**MAXIMUM RANK/AFSC REQUIREMENTS**

Maximum rank for this position is MSGT/E7. This position requires that the incumbent be fully qualified in AFSC 1C3X1. If not AFSC qualified, must become so within first 12 months of assignment.

Individual selected for AGR service must meet the physical qualifications for entrance into Active Duty. Individual selected must also meet the requirements of ANG 36-101, chapter 5; enlisted personnel must possess an AFSC compatible with the SPMD upon selection for AGR duty.

**OTHER PERTINENT DATA**

The Enlistment and Reenlistment Bonus, Student Loan Repayment Program incentive and the Selective Reserve Recruitment Health Care Professionals incentive will be terminated upon start date for an AGR Title 10 or Title 32 tour. Recoupment may be required depending on the specific incentive contract recoupment procedures. For Questions please contact the retention office at 603-430-3507.

**FOR ADDITIONAL INFORMATION**

Contact MSgt Kristine Poplar, at DSN: 684-9339, Commercial (603) 225-1339, [Kristine.m.poplar.mil@mail.mil](mailto:Kristine.m.poplar.mil@mail.mil) or CW3 Kathryn Scott at DSN: 684-9327, Commercial (603) 225-1327, [Kathryn.I.scott9.mil@mail.mil](mailto:Kathryn.I.scott9.mil@mail.mil). Other job postings are available at <https://www.nh.ngb.army.mil/employment/jobs>

**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**

**PROVIDE YOUR EMAIL AND PHONE NUMBER WITH APPLICATION**

**MERIT:** (Current NH Air AGR's) REQUIRED DOCUMENTS

\*\*Also see MINIMUM PREREQUISITES

**AIRFORCE**

- A single page memorandum expressing your interest in and qualifications for the position, include announcement number
- Three References include, email addresses and phone number
  
- AIR FORCE: Enlisted Performance Report (last three)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

**OPEN:** (AGR's outside of NH and NON AGR's) REQUIRED DOCUMENTS

\*\*Also see MINIMUM PREREQUISITES

**ARMY/AIR FORCE:**

- NGB Form 34-1 (**20131111**) which includes announcement number and title of position
- Current or prior Technicians must include last SF 50
- ALL DD 214's
- Three References include, email addresses and phone number
  
- ARMY: Current Ht/Wt Memo from your Cdr or DA Form 5500/5501 meeting standards of AR 600-9 (within 30 days of closing date)
- ARMY: Current ADOS orders (if applicable)
- ARMY: Last three NCOER's
- ARMY: Copy of Enlisted Record Brief (ERB)
- ARMY: DA 705 w/passing score (within 1 year of closing date)
- ARMY: RPAM Retirement Points Summary Sheet, NGB 23a & 23a-1
- ARMY: MED PROS Printout showing you're medically fit for AGR tour. (within 30 days of closing date)
- ARMY: Include any medical profiles or medical duty review board findings.
  
- AIR FORCE: Current MPA Tour Orders (if applicable)
- AIR FORCE: Last three Enlisted Performance Reports (EPR) (if applicable)
- AIR FORCE: Records Review Rip
- AIR FORCE: Report of Individual Fitness with a passing score (within 1 year of closing date)
- AIR FORCE: Point Credit Summary VMPF
- AIR FORCE: AF Form 422 obtained from Clinic (within 1 year of closing date) POC Med Group 603-430-2325

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

**Applications must be received in the Human Resource Office NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above. Applications can now be left with an HRO representative, Pease AFB, Bldg 145.**

**Applications sent via overnight (UPS, FEDEX, etc) are not delivered to the Human Resource Office and may not meet the closing date/time requirement.**

**MINIMUM PREREQUISITES**

- Minimum score of 55 in Admin and 67 in General area on ASVAB
- Must be United States citizen.
- Must be able to lift 40 lbs.
- A PULHES profile of at least 222121 is required.

**OTHER REQUIREMENTS:**

Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 1C3XX, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, Personnel

Security Program Management. NOTE: Award of the 3-skill level without a completed SSBI is authorized an interim Top Secret clearance has been granted according to AFI 31-501.

**BRIEF JOB DESCRIPTION:**

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, 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, readiness reports, and the Status of Resources and Training System (SORTS) report. 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 CP policies and procedures.

**DUTIES AND RESPONSIBILITIES:**

1. Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. 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 CP 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 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. Develops and evaluates CP processes. Performs self-inspections. Ensures operational readiness and adherence to standards. Recommends actions to correct CP 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.
2. Prepares and submits operational, readiness, SORTS, and aerospace asset reports. Analyzes and disseminates information derived from operational and readiness reports. Establishes procedures for operational, readiness and SORTS reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate.
3. 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 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 Theater Battle Management Core Systems (TBMCS) and Global Decision Support System - 2 (GDSS2). Establishes manpower, communications, equipment, and facility requirements.
4. Maintains Communications Security (COMSEC) material, too include, receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains CP personnel, information, operations, computer, emission, industrial and physical security programs.
5. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log. Performs other related additional duties as directed by Command Post supervisors.

FOR THE ADJUTANT GENERAL

ANDREW C. ANDERSON  
COL, FA, NHNG  
Director of Human Resources