Alaska National Guard
Active Guard Reserve (AGR)
Position Announcement
AKANG 19-205

https://dmva.alaska.gov/employment/

POSITION TITLE:	AFSC or MOS	OPEN DATE:	CLOSE DATE:
In-Flight Refueling Superintendent	1A000	09 Sep 2019	10 Oct 2019

UNIT OF ACTIVITY/DUTY LOCATION:	GRADE REQUIREMENT:
168th Air Refueling Squadron, Eielson Air Force Base, Alaska	**Min:** E8P **Max:** E9

SELECTING SUPERVISOR:	Position Number	PHYSICAL PROFILE:
Lt Col Trevyr Du Pont	0955193	PULHES – 111121

* Contingent on Controlled Grade Availability

AREAS OF CONSIDERATION

On-board AK ANG AGR (Must hold advertised AFSC)

Alaska Air National Guard members (Must hold advertised AFSC)

MAJOR DUTIES MAY INCLUDE

AIR GUARD: Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: https://www.my.af.mil to review the AFECD

INITIAL ELIGIBILITY CRITERIA

In addition to criteria listed on attached pages
- Security Clearance - Must be able to obtain: Top Secret
- Aptitude Requirement: General 55
- Strength requirement: Demonstrated ability to lift 70lbs

PREFERRED QUALIFICATIONS

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:
- Resume
- Cover Letter
- Last 3 Enlisted Performance Evaluations
- Letters of Recommendation will be accepted

-Valid State Issued Driver's License
-Last 3 Form 8's

SPECIAL ANNOUNCEMENT CRITERIA

- Total Active Military Service (TAFMS) REQUIRED FOR AGR SELECTION: In accordance with AKANG Enlisted Force Management Policy Letter, applicants for AGR positions must have the following amounts of active service to fill enlisted positions: (E-8 - 12 years TAFMS or more), (E-9 - 15 years TAFMS or more)
TAFMS waivers may apply

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

ACTIVE GUARD AND RESERVE REQUIREMENTS

Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program. IAW ANGI 36-101 "Initial tours may not exceed 6 years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD.
Airmen 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. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. They 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 an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement: ANGI 36-101 "applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered…."
If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee
Members currently on occational tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (http://dmva.alaska.gov/employment.htm) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (http://www.afpc.randolph.af.mil/vs) (Must be a full RIP) (avoid sending SURF/Brief when possible)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor.
4. Items requested in the "PREFERED QUALIFICATIONS" section above.
   - Resume
   - Cover Letter
   - Last 3 EPR's/OPR's (or equivalent)
   - Letter of Recommendation

EMAILING REQUIREMENTS:
Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files) PDF File Name should be: Position Announcement Number, Last name, First name, Grade
Example: ANG 18-XX Doe, Jane E1
Email Subject should be: Announcement Number
Example: ANG 18-XX (must use advertisement # and NOT position # ex: 1234567)
Email Application Package to ng.ak.akarng.mbx.hro-agr@mail.mil

** Applications will be accepted through AMRDEC if standard email procedures do not work**
- AMRDEC SAFE Web Application: https://safe.amrdec.army.mil/safe/ to above email
**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)
** Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date
QUESTIONS:
Applicants are encouraged to call HRO to verify receipt prior to closeout date. To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial
907-428-6242

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

THE ALASKA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER
All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

CEM Code 1A000
AFSC 1A091, Superintendent
AFSC 1A071, Craftsman
AFSC 1A051, Journeyman
AFSC 1A031, Apprentice
AFSC 1A011, Helper

IN-FLIGHT REFUELING SPECIALIST
(Changed 31 Oct 18)

1. Specialty Summary. Performs in-flight refueling aircrew functions and activities according to flight manuals, checklists, and United States Air Force publications. Related DoD Occupational Subgroup: 105000.

2. Duties and Responsibilities:
2.1. Performs in-flight refueling aircrew duties. Checks forms for equipment status. Performs visual and operational check of air refueling and associated systems and equipment. Performs preflight, through-flight, and post-flight inspections. Accomplishes preflight and post-flight records and reports. Performs in-flight operational check of air refueling systems. Directs receiver aircraft into air refueling position. Operates in-flight air refueling controls and switches to safely affect contact between tanker and receiver aircraft. Monitors control panel for proper operation of equipment during air refueling, and advises receiver pilot of actions required to safely maintain position within the air-refueling envelope. Keeps tanker pilot informed as to progress of air refueling operations. Performs emergency operations and procedures as required for emergency off-load and on-load of fuel. Computes and completes aircraft weight and balance documentation. Visually monitors aircraft clearances (interior and exterior), identifies proximal threats to the aircraft and initiates corrective actions (aircraft scanning).
2.2. Receives cargo/passenger load briefing and reviews load plan and cargo documentation. Accomplishes load planning of cargo/passenger loads if required. Supervises cargo/passenger loading and off-loading operations. Directs the placement of material handling equipment to accomplish cargo on/off loading operations. Ensures cargo/passengers are placed according to load plans. Determines cargo restraint requirements according to criteria and directs and checks the application of cargo restraint equipment. Checks cargo/passenger loads against manifests.
2.3. Ensures availability of fleet service equipment and receives and stows in-flight meals. Accomplishes passenger briefings to include the use of emergency equipment, evacuation procedures, and border clearance requirements. Demonstrates the use of passenger emergency oxygen systems and life vests. Supervises passengers in-flight. Performs jumpmaster duties (KC-135 only).

3. Specialty Qualifications:
3.1. Knowledge. Knowledge is mandatory of: electrical and mechanical principles applying to aircraft and related systems; flight theory; aircraft electrical, hydraulic, and pneumatic systems applying to in-flight refueling system; navigation fundamentals, including chart reading; normal and emergency operation of aircraft refueling systems; flying directives; weight and balance factors; cargo tie- down techniques; minor in-flight maintenance; using survival equipment and oxygen; communication and aircraft emergency procedures; border agency clearance; dispensing and preserving food aboard aircraft; and using and interpreting diagrams, loading charts, technical publications, and flight manuals.
3.2. Education. For entry into this specialty, completion of high school with courses in physics and mathematics is desirable.
3.3. Training. For award of AFSC 1A031, completion of the basic boom operator course is mandatory.
3.4. Experience. The following are mandatory for award of the AFSC indicated:
3.4.1. 1A051. Qualification in and possession of AFSC 1A031. Also, experience performing functions such as: inspecting, operating, and troubleshooting in-flight refueling systems; preparing or verifying load plans; loading and unloading aircraft; and instructing passengers in the use of emergency equipment and procedures.
3.4.2. 1A071. Qualification in and possession of AFSC 1A051. Also, experience performing or supervising functions such as: inspecting, operating, and troubleshooting in-flight refueling systems; preparing or verifying load plans; loading and unloading cargo on aircraft; and instructing passengers in the use of emergency equipment and procedures.
3.4.3. 1A091. Qualification in and possession of AFSC 1A071. Also, experience in directing functions pertaining to in-flight refueling operator activities.
3.5. Other. The following qualifications are mandatory as indicated:
<u>3.5.1. For entry into this specialty:</u>
3.5.1.1. See attachment 4 for entry requirements.
<u>3.5.2. For entry, award, and retention of these AFSCs:</u>
3.5.2.1. Physical qualification for in-flight refueling operation duty according to AFI 48-123, *Medical Examinations and Standards,* Class III medical standards.
3.5.2.2. Normal depth perception as defined in AFI 48-123.
3.5.2.3. Qualification for aviation service according to AFI 11-402*, Aviation and Parachutist Service, Aeronautical Ratings and Aviation Badges*.
3.5.2.4. Must maintain eligibility to deploy and mobilize worldwide.
3.5.2.5. Height must not be less than 64 inches or more than 77 inches as defined in AFI 48-123.

3.5.1. For award and retention of these AFSCs:

3.5.1.1. Must maintain local network access IAW AFI 17-130, *Cybersecurity Program Management* and AFMAN 17-1301, *Computer Security*.

3.5.1.2. Specialty requires routine access to Top Secret material or similar environment.

3.5.1.3. 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 provided an interim Top Secret security clearance has been granted according to AFI 31-501.

4. Specialty Shredouts:

Suffix	*Primary Aircraft*
B	KC-46
C	KC-135
F	KC-10