

Aviation Operations Officer - 54th Troop Command, NHARNG

DEPARTMENT OF THE ARMY
JOINT FORCE HEADQUARTERS
1 Minuteman Way
Concord, New Hampshire 03301

ANNOUNCEMENT NUMBER: 17-019

DATE: 02 November 2017

CLOSING DATE: 02 December 2017

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
Aviation Operations Officer, PARA 105 LINE 03, O3, 15B

APPOINTMENT FACTORS:	OFFICER(X)	WARRANT OFFICER()	ENLISTED()
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LOCATION OF POSITION:

54th Troop Command
1 Minuteman Way
Concord, NH 03301

WHO MAY APPLY:

Must be a current member of the Army within the grades of O2 and O3. CPT/O3 must not have more than 3 years time in grade as of the job announcement closing date.

AREA OF CONSIDERATION: This position is open to the grades of O2 to O3. Individual selected will receive an AGR tour with the New Hampshire Army National Guard. In order to be considered for this position, applicants must meet the minimum qualifications outlined in this announcement.

INSTRUCTIONS FOR APPLYING: The documents listed will be submitted "AS A MINIMUM." If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.** Board packets are the hiring board's first impression of you. This packet should be generally free of spelling and grammar errors and have a professional appearance and quality. Applicants are encouraged to submit PDF versions of resumes, cover letters and letters of recommendation. Cover letters should be signed by the applicant. Unsigned letters of recommendation will not be accepted.

1. Cover letter expressing your interest and qualifications for the position
 2. Resume with three references
 3. Letters of Recommendation
 4. Completed NGB 34-1 (2013)
 5. DA Form 759
 6. Board Copy of Certified Officer Record Brief (ORB)
 7. Last 5 Officer Evaluation Reports (OERs)
 8. Proof of highest military education (certificate or DA 1059)
 9. Unofficial transcripts to show bachelor's degree from an accredited college/university
 10. Current DA Photo (color) deployed Soldiers may forego this requirement
 11. DA 705 (APFT) within 6 months of job announcement date. Profiles must be attached if applicable.
 12. DA 5500/5501
 13. Individual Medical Readiness Record from MEDPROS signed by Medical Readiness NCO
 14. NGB Form 23, Retirement Points Accounting Management (RPAM) statement
 15. All DD 214s, DD 220s and DD 215s
 16. DD Form 369 (dated 2014) Police Record Check. Must be stamped by state police within 30 days of job announcement date
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POSITION COMPATIBILITY REQUIREMENTS:

The individual(s) must qualify for and be placed in the following compatible MOS/AOC: 15B

MINIMUM APPOINTMENT REQUIREMENTS:

1. Applicants will use the Full Time Support Management Control System to upload their application packet. Request access using: <https://ftsmcs.ngb.army.mil>
 2. Must be UH-60 qualified
 3. Must have a current Flight Physical
 4. Must have current APFT within 6 months of the job posting date
 5. Must have the approval of your current chain of command
 6. Must meet the Army body fat standards IAW AR 600-9.
 7. Must undergo urinalysis drug screen testing upon entry on active duty
 8. Must hold a valid secret security clearance
 9. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
 10. Must not have been separated from the AGR program or other military service for cause, unsuitability or unfitness
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BRIEF JOB DESCRIPTION:

Duties and Responsibilities Include:

- a. Carrying out the commander's plans and programs for the accomplishment of the training objectives and missions for A (-) 1-169th, C 3-238th and DET 18 OSA.
- b. Develops comprehensive training schedules and plans that integrate the METL and unit missions with the aircrew training program (ATP); ensures compliance with directives and publications of higher headquarters and maximizes collective aircrew training programs during unit training assemblies and annual training; develops a comprehensive program of scenario training which drives the individual, crew, and collective aircrew training programs; assists the commanders in the evaluation of unit training to ensure a logical progression of training and corrective actions of identified deficiencies.
- c. Assists the Commanders in designating aviator Flight Activity Categories (FAC), pilot-in-command designations and selecting appropriate tactical/special mission tasks/iterations for each aviator position based upon mobilization and contingency missions.
- d. Periodically checks units IAFTs to ensure all required flight and academic training is complete and documented; prepares request for waivers or suspension from flight status, due to failure of a unit aviator from completing aircrew training program requirements.
- e. Provides coordination with the AASF on specific tasks/scenarios to be conducted during AFTPs to enhance the overall individual and crew training programs.
- f. Ensures collective training is maximized during IDTs and annual training; coordinates unit IDT and AT aircraft, flying hour program, gunnery and support personnel requirements to support this training with the appropriate facility commanders.
- g. Determines training requirements for aircrew school training functioning as the principal liaison between National Guard Bureau (NGB), Department of the Army, aircraft manufacturing schools and other Department of Defense schools. Serves as primary coordinator for initial flight school applicants to include recruiting liaison, pre-screening testing, flight school quota management and post- graduation placement and refresher training programs. Reviews applications for school attendance and recommends approval or disapproval based on eligibility and necessity for course, NGB guidance, budgetary considerations, priorities of attendance and schools requested. Coordinates issuance of appropriate orders for attendance at approved schools, obtains quotas for courses, training information, reporting instructions, personal equipment needed and other information relative to course requirements.
- h. Maintain close liaison and work directly with the supporting AASF during the development, planning and implementation of aircrew and enlisted MOS training.
- i. Monitors the MOS qualification program within each aviation unit.
- j. Directly responsible to the Commander for the training readiness of 54th Troop Command Aviation units; reviews for accuracy MOS qualification status reports, unit status reports and other training related reports required by higher headquarters, prior to submission to the unit Commander; supervises the preparation of training charts, schematics, and graphs for use during briefings and/or training; assists the supporting AASF during the preparation of the semi-annual aviator training report (RCS: ARNG-170).
- k. Assists with the continual review, evaluation, updating and preparation of unit tactical and administrative SOPs to ensure compliance with current training directives and regulations.
- l. Prepares the units annual flying hour program requirements; provides the commanders with technical assistance, monitoring, and guidance in the accomplishment of the unit flying hour program.
- m. Monitors and provides technical assistance in the development of units' mobilization and movement plans, supervises the development of a comprehensive unit loading plan; supervises periodic testing of unit alert plans.
- n. Attends all scheduled additional training assemblies and provides technical assistance and guidance for the preparation of training.
- o. May be required to attend special schools and/or conferences, as appropriate.
- p. Programs and monitors training funds necessary to accomplish all training requirements and completes required forms.
- q. Serves as security coordinator for the command. Provides guidance and assistance in implementing and following security measures for such items as documents, arms/ammunition and communication equipment (COMSEC). Designated Custodian of Classified Documents, COMSEC Custodian and/or Physical Security Manager required by regulations and local situation. Ensure that procedures outlined in respective security regulations are complied with.
- r. Facilitates reporting the NGB Aviation Scorecard to the office of the State Army Aviation Officer (SAAO) as it pertains to 54th TC subordinate aviation units.
- s. Manages Full Time National Guard Duty (FTNGD) personnel and funds to support special projects and peak usage periods.
- t. Performs other duties as assigned or required.

Desirable qualifications include:

- 1) Digital Training Management System (DTMS)
- 2) Operation, Readiness and Training for an Aviation Battalion operations and how an Aviation Battalion operates doctrinally within its Brigade.
- 3) Range Facility Management Support System.
- 4) Defense Travel System.
- 5) Policies and Procedures for Property Accountability. Familiarization with AR 220-1, Unit Status reporting and submission as well as the NGB Aviation Scorecard is preferred. Upon selection will be assigned to the Aviation Operations Officer position in 54th Troop Command.

SELECTING SUPERVISOR:

LTC David Mattimore

CONTACT INFO:

CW3 Kathryn Scott
(DSN)
(Com) (603) 225-1327
(Email) kathryn.l.scott@mil

EQUAL OPPORTUNITY:

The New Hampshire National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.