



**DEPARTMENT OF THE AIR FORCE
117TH AIR REFUELING WING (AMC)
SUMPTER SMITH JOINT NATIONAL GUARD BASE
5401 EAST LAKE BLVD BIRMINGHAM AL 35217-3545**

ACTIVE GUARD RESERVE (AGR) – MILITARY VACANCY ANNOUNCEMENT # 24-007

OPEN DATE: 18 APRIL 2024

EXPIRATION DATE: 18 MAY 2024

Open To: STATEWIDE

Number of Positions: 1

Position Title: AIRFIELD MANAGEMENT

Position Number: 0110421034

Minimum/Maximum Grade Authorized: TSGT-MSGT

Duty AFSC: 1C771 REQ'D

Security Clearance: Secret

Unit/Duty Location: 117th Operations Support Squadron

Selecting Official: SMSGT TREVOR BAKER

HRO Remote: MSgt Samantha Crotzer (205)714-2686

APPLICATION REQUIREMENTS

- 1. Signed NGB Form 34-1, <https://www.ngbpd.ngb.army.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>**
- 2. Current Report of Individual Personnel (RIP): Obtain from Virtual Military Personnel Flight (vMPF)**
- 3. AF Form 422: Must be signed and verified within 6 months from your Medical Group**
- 4. Air Force Fitness Management System II (AFFMSII) Fitness Report: Must be Current and passing**
- 5. All applications must be submitted with a completed AGR Eligibility Checklist, found in ANGI 36-101. Your unit's HRO Remote Designee or the appropriate FSS representative must complete this checklist.**

Note: (E8/E9/O4/O5/O6 Only) Promotion and hiring is contingent upon control grade availability

Email completed application packages to:

**JFHQ-AL MDM
ATTN: MSG JIMMY L. ACOFF
ng.al.alarng.list.j1-air-mdm@army.mil
P.O. Box 3711
Montgomery, AL 36109-0711**

All emailed packages must be in a single PDF

AIRFIELD MANAGEMENT

(Changed 31 Oct 23)

1. Specialty Summary. Manages airfield operations, coordinates with civil engineering, safety, air traffic control and various other base agencies to ensure safe aircraft operations within the airfield environment and through the national and international airspace systems.

Related DoD Occupational Subgroup: 155600.

2. Duties and Responsibilities:

2.1. Monitor and coordinate airfield and aircraft activities. Conduct airfield checks. Processes flight plans and other air traffic related data through the national and international air traffic systems. Provides flight following services and initiates appropriate actions for overdue aircraft. Maintains and processes Notice-to-Airman (NOTAMs). Maintains a record of daily events. Executes Operating Instructions and Quick Reaction Checklists necessary to perform Airfield Management duties and responds to situations requiring immediate action. Provides transient aircrew and aircraft support to include processing Prior Permission Required (PPR) requests; coordinating parking areas; receiving, storing, and issuing classified material; and coordinating aircrew transportation. Provides briefings to base and transient aircrews on relevant airfield operations and restrictions. Maintains the flight planning room equipment, maps, displays and publications.

2.2. Maintains situational awareness of airfield activities and overall responsibility for Airfield Management section while on duty. Serves as the representative for the Airfield Manager during emergency response situations and during Airfield Manager's non-duty hours. Assesses airfield operations/situations, determines operational requirements, and imposes airfield restrictions as needed (e.g., closing/suspending operations on aprons, taxiways, and runways). Briefs AM personnel on emergency and operational activities.

2.3. Performs daily airfield inspections to ensure a safe operational environment. Evaluates airfield activities to ensure compliance with established policies and directives. Identifies, reports, corrects, or mitigates inspection discrepancies. Coordinates and supervises airfield construction, repair activities, facilities maintenance, and snow removal operations. Coordinates with appropriate agencies, such as air traffic control, civil engineers, security forces and command post, to ensure airfield activities are supported as appropriate.

2.4. Reviews, interprets, and enforces policies, instructions and directives pertaining to airfield management activities operations. Prepares operating directives and memorandums for airfield management activities. Establishes and manages base airfield driving program to include training, certification, and remedial action. Establishes procedures for controlling privately owned vehicles on the airfield.

2.5. Performs expeditionary airfield management functions in support of USAF Agile Combat Support Concept of Operations for worldwide deployment of DoD aircraft.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of: International Civil Aviation Organization (ICAO); North Atlantic Treaty Organization (NATO); United States federal and military airfield regulations; aeronautical charts, maps, and publications; flight data and NOTAM systems; familiarity of navigational aids; basic aircraft design characteristics; and principles of organization, purpose, operation, and management of airfield operational areas.

3.2. Education. For entry into this specialty, completion of high school with a course in speech and basic knowledge of computers is desirable.

3.3. Training. The following training is mandatory as indicated:

3.3.1. 1C731. Completion of the Airfield Management Apprentice course for award of the AFSC indicated.

3.3.2. 1C751. Completion of training requirements outlined in 1C7X1 Career Field Education and Training Plan (CFETP) and AFMAN 13-204v2, Airfield Management.

3.3.3. 1C771. Completion of the Airfield Management Craftsman Distance Learning and additional training requirements outlined in AFMAN 13-204v2, Airfield Management

3.3.4. 1C791. Completion of Advanced Airfield Manager Course and additional training requirements outlined in AFMAN 13-204v2, Airfield Management.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 1C751. Qualification in and possession of AFSC 1C731. Also, experience in Airfield Management Operations functions such as: airfield checks, NOTAM processing, emergency response actions, and maintaining flight information data and supportive displays.

3.4.2. 1C771. Qualification in and possession of AFSC 1C751 and SEI 155. Also, experience performing and supervising Airfield Management functions such as; airfield checks and inspections, overseeing airfield construction or repairs, processing airfield waivers, or conducting airfield surveys. NOTE: TSgt or above must obtain airfield manager qualification.

3.4.3. 1C791. Qualification in and possession of AFSC 1C771 and SEI 368. Also, experience managing functions such as airfield management activities, preparing or reviewing policies and directives for airfield management or ensuring coordination with agencies to improve airfield management functions.

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3.5. Other. The following items are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Normal color visions as defined in DAFMAN 48-123, Medical Examinations and Standards.

3.5.1.2. Ability to speak distinctly in person and over air-to-ground radios.

3.5.1.3. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs:

3.5.2.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Ground Transportation.

3.5.2.2. Must maintain qualifications according to AFMAN 13-204v2, Airfield Management.

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

3.5.2.4. Specialty routine access to Tier 3 (T3) information, systems, or similar classified environment.

3.5.3. For award and retention of AFSCs 1C7X1 and 1C700:

3.5.3.1. Completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program, is mandatory.

3.5.3.2. Hearing Conservation certification is mandatory.

3.6. Must be able to handle weapons for BASH response and contingency taskings.

NOTE: Award of the entry level without a completed T3 Investigation is authorized provided an interim Secret security clearance has been granted according to DoDM 5200.02, AFMAN 16 -1405.