



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 AGR NHANG16-026**

**28 October 2016**

**POSITION TITLE, SERIES/GRADE MSgt/E7**  
INFLIGHT REFUELING SPECIALIST

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

**MERIT:** All current NHANG AGR enlisted Airmen in the rank of SSgt/E5 to MSgt/E7

**OPEN:** All NHNG enlisted members in the rank of SSgt/E5 to MSgt/E7 and those eligible to become a NHANG member

**CLOSING DATE**

**MERIT: 14 November 2016**

**OPEN: 29 November 2016**

**DUTY LOCATION**  
157<sup>th</sup> Operations Group  
Pease ANGB

**TYPE OF APPOINTMENT**  
AGR TOUR

**MAXIMUM RANK/AFSC REQUIREMENTS**  
Maximum rank for this position is MSgt/E7. This position requires that the incumbent be militarily assigned to AFSC 1A071 military position.

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.

**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 CW2 Kathryn Scott at DSN: 684-9327, Commercial (603) 225-1327, [Kathryn.l.scott9.mil@mail.mil](mailto:Kathryn.l.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 AGR's) REQUIRED DOCUMENTS

\*\*Also see MINIMUM PREREQUISITES

**AIR FORCE:**

- 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 Resources Office NO LATER THAN 1600 hours (4:00 PM) on the closing date indicated above. Applications can be left with an HRO Representative, Pease ANGB, Bldg 145.**

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

**MAIL RESTRICTION**

Applications submitted at the government's expense will not be considered. This includes those submitted in government envelopes or postage and those submitted by way of a fax machine. **Do not** include tabs dividers, books, booklets, or document protectors when submitting applications. When mailing (use address on top of job announcement) please allow at least 4-5 days for the application to get through our mail distribution system. **NOTE:** Overnight applications are discouraged as those packages are not delivered to HR.

**DUTIES AND RESPONSIBILITIES:**

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 inflight boom 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. Pre-flights periscopic sextant, and assists navigator in making celestial observations.

Computes and applies weight and balance data, procedures, and techniques. Ascertains fuel, personnel, cargo, and emergency and special equipment weight and distribution to compute aircraft weight and balance. Ensures aircraft is properly loaded within safe operating limits, and applies weight and balance data in computing takeoff and landing data. Completes weight and balance forms for flight. Prepares loading plans, directs cargo loading, and inspects aircraft load to ensure weight and balance status of aircraft. Ensures adequate safety equipment and passenger comfort items are on aboard aircraft. Performs jumpmaster duties, and instructs passengers in use of emergency equipment and emergency procedures.

**Specialty Qualifications:**

Knowledge is mandatory of: electrical and mechanical principles applying to aircraft and related systems; flight theory; aircraft electrical, hydraulic, and pneumatic systems applying to inflight refueling system; basic and celestial navigation procedures; preparing and using navigational charts; normal and emergency operation of aircraft refueling systems; flying directives; weight and balance factors; cargo tie-down techniques; minor inflight maintenance; using personal equipment and oxygen; communication and aircraft emergency procedures; and using and interpreting diagrams, loading charts, technical publications, and flight manuals

FOR THE ADJUTANT GENERAL

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