

# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
NGOR-AC/AGR  
P. O. Box 14350  
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:  
[142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto:142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil)

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:  
<http://www.142fw.ang.af.mil/Resources/Careers/>

## NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

<b>ANNOUNCEMENT NUMBER:</b> <b>AF22-600</b>	<b>OPEN DATE:</b> 26 April 2022	<b>CLOSING DATE:</b> 26 May 2022
<b>UNIT/LOCATION:</b> <b>173D OPERATIONS SUPPORT SQUADRON</b> <b>173RD FIGHTER WING, KLAMATH FALLS, OREGON</b>		
<b>POSITION:</b> <b>IT SPECIALIST (SYSADMIN)</b> (Vacancy and grade contingent on resource availability)		
<b>PD #:</b> D1685 <b>GRADE/SERIES:</b> GS-2210-11	<b>POSITION GRADE:</b> MSGT <i>MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: MSGT*</i> <i>MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: TSGT</i>	
<b>UMD Position #:</b> 0070276134	<b>NOTES:</b> -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS THE SELECTED APPLICANT WILL NEED TO HAVE A MINIMUM TOTAL ACTIVE FEDERAL MILITARY SERVICE (TAFMS) OF 8 YEARS FOR MSGT. THOSE APPLICANTS NOT HAVING THE COMMENSURATE TAFMS TO THEIR CURRENT RANK MAY BE REQUIRED TO TAKE A VOLUNTARY REDUCTION IN RANK TO ACCEPT THIS AGR POSITION. - PROJECTED START DATE: <b>TBD</b>	
<b>POSITION AFSC: 1D771A**</b> <b>**This is a cross-training-opportunity;</b> <b>Must hold at least a skill-level of 5 and 1D7X1A OR 1D7X1R</b>		
<b>WHO MAY APPLY FOR THIS POSITION:</b> THIS ANNOUNCEMENT IS OPEN TO ALL CURRENT MEMBERS OF THE OREGON AIR NATIONAL GUARD AND THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD		
<b>AREAS OF CONSIDERATION:</b> FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD SECOND AREA: CURRENT TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD THIRD AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD		
<b>FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:</b> SECTION/SHOP SUPERVISOR: SMSGT STEVEN BITZER 541-885-6177/DSN 830-6177 HR LIAISON: SMSGT AIMEE WHALING/MEGHAN McMACKIN, 541-885-6580 / DSN 830-6580		

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## DESCRIPTION OF DUTIES

- (1) Configures, manages, monitors, programs and trouble-shoots various tactical and non-tactical network and application server hardware, operating system software, and peripheral network equipment such as routers, bridges, switches, attached cabling system, network interface cards, modems, multiplexers, concentrators, boundary protection devices (firewall), and print services for both classified and unclassified networks. Conducts testing using remote management terminals to insure operability, efficiency, and compliance with existing standards. Recommends policies and develops and maintains procedures for tactical networks, system operations, and product assembly and installation to include policies for system backup and archives. Creates, adapts, and implements guides and controls for network, system, or total communications programs in support of daily operations or training exercises. Configures and manages messaging platforms such as: e-mail servers, and legacy messaging devices.
  - (2) Coordinates with internal and external functions for network design, operation, and address resolution. Establishes and manages IP addresses, communication and network rights, and determines need and access to systems, equipment, and security. Coordinates with requesting agencies (Army, Navy, Allies, etc.) for networking requirements, to include classified and unclassified support. Ensures operation and compatibility of assigned Public Key Infrastructure (PKI) devices. Coordinates with internal and external agencies to ensure overall network design, to include boundary protection devices, will support required networked services. Ensures users or representatives (Work Group Managers) receive and implement correct network device configuration.
  - (3) Analyzes equipment and software reliability and utilization to identify and correct problem areas and to establish network performance levels. Uses benchmarks, performance measurement, and evaluation data, in conjunction with modeling and simulation techniques. Plans for increased capacity to support any additional workloads. Develops recommendations or proposals involving a variety of specialized systems and state-of-the art enhancements designed to meet unique tactical requirements and improve operational efficiency.
  - (4) Performs in-depth analysis of systems related to proposals for change, in order to develop or modify information systems to meet tactical network user requirements. Determines applicability of established methods. Gathers facts about the nature of the work involved in the user's application area, flow of work, processing actions, and work product(s). Provides technical advice to users. Examines and evaluates alternative means of satisfying user requirements. Suggests technically feasible approaches and makes recommendations regarding the most effective and efficient approaches. Designs tactical systems to support various options for several simultaneous interactive users. Determines physical storage requirements. Provides consultation and research to determine common and unique requirements. Establishes and documents standardized terms and data elements.
  - (5) As required, accomplishes risk analysis, accreditation, and certification packages to include disaster recovery plan in accordance with agency requirements. Performs, as required, or assists Information Assurance personnel in conducting risk analysis and security tests and evaluations. Works with other security officers, users, Network Control Center (NCC) personnel, and other support personnel to ensure security regulations are followed. Ensures installation, command, and agency security standards are met. Ensures compliance with all Air Force Computer Emergency Response Team (AFCERTs), Time Compliance Network Orders (TCNO's) Air Force Electronic Key Management System (AFEKMS), and other mandated security updates.
  - (6) Develops, establishes, and maintains work center training programs. Plans and schedules tasks and training activities for drill status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans. Ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished.
  - (7) Ensures mobilization readiness of section personnel and equipment. Fabricates cables and connectors to interface with various commercial and military electronic systems and sub-systems. Completes proper documentation and follows procedures for incident reporting. Completes maintenance data collection and performs administrative duties for TO and work center files. Manages bench stock, logistics products, historical records, training records, Test, Measurement, and Diagnostic Equipment (TMDE) records, hazardous waste, and safety procedures.
  - (8) As required, employee performs some limited supervisory functions over subordinate staff through the planning, assignment, and review of work; granting of leave; providing recommendations on training requirements, performance standards, and ratings; and effecting minor disciplinary actions such as warnings and reprimands.
  - (9) Performs other duties as assigned.
- x. Other duties as assigned.

## ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.
- Must be a member or eligible to become a member of the Oregon Air National Guard.
- Member will be required to hold a compatible military assignment in the unit they are hired to support.
- Member's military grade will not exceed the maximum military duty grade authorized on the Unit Manning Document (UMD) for the position.
- Member must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards, Attachment 2 before being placed on an AGR tour.
- Member must have retainability to complete the tour of military duty.
- Member must not be eligible for, or receiving a federal retirement annuity.

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- Member must comply with standards outlined in AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDA/AFOD

**ADDITIONAL INFORMATION**

- AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).
- AGR tour lengths in the State of Oregon are governed by Director of Staff - Air
- Initial AGR tours in Oregon will not exceed 3 years; follow-on tours will be from 1 to 6 years, per ANGI 36-101 and ORANG force management policy
- **In order to cross-train into this AFSC, you must meet the minimum requirements for this AFSC as listed in the Air Force Enlisted Classification Directory. If your ASVAB scores do not meet the minimum required IAW AFECDA Attachment 4, contact your servicing MPF. You have the option to retake the test, however, your new scores prior to the announcement closing date.**
- Selectee will be required to participate in the Direct Deposit Electronics Funds Transfer program.
- A law enforcement background check may be required prior to appointment to this position; by submitting a resume or application for this position, you authorize this agency to accomplish this background check.

**APPLICATION INSTRUCTIONS**

**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.  
\*\*\*\*\* INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED \*\*\*\*\***

**WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS**

<p><b><i>Current AGR members and those who wish to become an AGR must submit the following:</i></b></p> <ul style="list-style-type: none"> <li>❑ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, <b>Form Version Dated 11 November 2013</b> <ul style="list-style-type: none"> <li>○ Announcement number and position title must be annotated on the form</li> <li>○ Download the current form version from; <a href="https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833">https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833</a></li> </ul> </li> <li>❑ Current Report of Individual Personnel (RIP). <b><i>Documents must show your ASVAB scores.</i></b> <ul style="list-style-type: none"> <li>○ RIP can be obtained from the virtual MPF (vMPF)</li> <li>○ Select 'Record Review', and then 'Print/View All Pages'</li> </ul> </li> <li>❑ Copy of current passing Fitness Tracker report from the myFSS application: <a href="https://myfss.us.af.mil/USAFCommunity/s/">https://myfss.us.af.mil/USAFCommunity/s/</a></li> <li>❑ <b><i>IF you are wishing to Cross-Train, an AF Form 422 within 5 years, validated within 12 months, is required</i></b></li> </ul>
<p style="text-align: center;"><b><i>ORANG - Air Technicians interested in converting to AGR status:</i></b></p> <ul style="list-style-type: none"> <li>➤ Selection for the advertised position does not constitute acceptance into the AGR program.</li> <li>➤ <b><i>Indicate in your email your intent to convert to an AGR, if selected.</i></b></li> <li>➤ Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section.</li> <li>➤ The AGR Manager will evaluate the request against The Adjutant Generals state policy <b>CPM-131, "Limitation on Change of Status between the Technician and AGR Career Programs"</b>, to ensure compliance. <a href="http://www.142fw.ang.af.mil/Resources/Fact-Sheets/Display/Article/438152/air-national-guard-job-opportunities/">http://www.142fw.ang.af.mil/Resources/Fact-Sheets/Display/Article/438152/air-national-guard-job-opportunities/</a></li> <li>➤ The Adjutant General is the final approving authority.</li> </ul>
<p style="text-align: center;"><b><i>ORANG - Air Technicians wishing to remain in Air Technician status:</i></b></p> <p>If you are a Technician applying to this PVA and choose to remain a Technician, you will need to submit the same above application documents <b>AND a Résumé</b> to the AGR mailbox.</p>
<p style="text-align: center;"><b>READ THIS SECTION COMPLETELY!!</b></p> <p style="text-align: center;"><b>IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION</b></p> <ul style="list-style-type: none"> <li>➤ AGR Service in the Oregon Air National Guard is governed by applicable AFI, ANGI, Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)</li> <li>➤ Applicant must type or print in legible dark ink, <b>SIGN AND DATE</b> the application, or <b>DIGITALLY SIGN</b></li> <li>➤ ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1</li> <li>➤ Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9, 10 &amp; 17)</li> <li>➤ <b>FAILURE</b> to provide this documentation will result in the application not being processed</li> <li>➤ <b>E-Mail is the preferred method of application receipt</b></li> <li>➤ <b>All documents must be consolidated into a single PDF, in the order listed above, with the announcement number and last name as the file name (example: AF22-XXX - Doe). Do NOT use the portfolio feature.</b></li> </ul>

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**Documents that cannot be combined due to digital signatures should be attached separately following the same naming convention ("AF22-XXX – Doe – 1")**

- Limit file size to less than 5MB
- Applications mailed in government envelopes will not be accepted
- When mailing your application it is recommended that you obtain a delivery confirmation receipt
- Applications will be accepted until the announcement closing date

Email applications to [142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto:142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil) (preferred method). Place the Announcement Number and Last Name **ONLY** in the E-Mail Subject Line. (example: AF22-XXX Doe) Encrypted email may be sent to this address.

Applications can also be mailed to:

The Oregon Military Department  
NGOR-AC / AGR - Air  
P.O. Box 14350; Salem, Oregon 97309-5047

**All applications (E-Mail or US Mail) must be received or post marked by the announcement closing date.**

*THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER  
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS*

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