

# 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: AF22-602</b>	<b>OPEN DATE:</b> 4 May 2022	<b>CLOSING DATE:</b> 4 June 2022
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UNIT/LOCATION:

**173D COMMUNICATIONS FLIGHT  
173RD FIGHTER WING, KLAMATH FALLS, OREGON**

POSITION:

**IT SPECIALIST (INFOSEC)**  
(Vacancy and grade contingent on resource availability)

PD #: D2178

**POSITION GRADE: MSGT**

GRADE/SERIES: *MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: MSGT\**  
GS-2210-11 *MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: SSGT*

UMD Position #: **NOTES:**  
009602120J *-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS*  
*- PROJECTED START DATE: TBD*

**POSITION AFSC: 1D771D\*\***

**\*\*This is a cross-training-opportunity;  
Must hold at least a skill-level of 5 and obtain a Top Secret security clearance.**

**WHO MAY APPLY FOR THIS POSITION:**

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

**AREAS OF CONSIDERATION:**

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

**FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:**

SECTION/SHOP SUPERVISOR: SMSGT ROSS HAWKINS 541-885-6409/830-6409  
HR LIAISON: SMSGT AIMEE WHALING/MEGHAN McMACKIN, 541-885-6580 / DSN 830-6580

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**  
\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\*

## DESCRIPTION OF DUTIES

1. Serves as the Wing Information Assurance Manager. Applies Information Technology (IT) security principles, methods, and security products to protect and maintain the availability, integrity, confidentiality, and accountability of information system resources and information processed throughout the system's life cycle. Establishes and publishes base-wide policy to manage the INFOSEC (also known as COMPUSEC) program and provides advice and guidance in its implementation and in procedures used in the development and operation of systems. Assists all base organizations in the development of their individual INFOSEC program. Disseminates information and ensures computer security practices are adhered to by all functional areas. Reviews, analyzes, and validates certification and accreditation (C&A) packages. Continuously identifies and analyzes threats and vulnerabilities to the information systems to maintain an appropriate level of protection. Ensures computer software designs address information system security requirements. Accomplishes risk analysis, security testing, and certification due to modifications or changes to computer systems. Evaluates, assesses, or locally tests and approves all hardware, software, and firmware products that provide security features prior to use on any accredited information system or network. Certifies all software prior to installation and use on communications and computer systems. Executes computer security plans and enforces mandatory access control techniques such as trusted routers, bastion hosts, gateways, firewalls, or other methods of information systems protection. (25%)
2. Manages the Network Security Program. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996. Implements and advises on IT security policies and procedures to ensure protection of information transmitted to the installation, among organizations on the installation, and from the installation using Local Area Networks (LAN), Wide Area Networks (WAN), the World Wide Web, or other communications modes. Utilizes current and future multi-level security products collectively to provide data integrity, confidentiality, authentication, non-repudiation, and access control of the LAN. Reports to MAJCOM, Air Force Communications Agency, National Security Agency, and Air Force Computer Emergency Response Team all incidents involving viruses, tampering, or unauthorized system entry. Controls access to prevent unauthorized persons from using network facilities. Limits access to privileged programs (i.e., operating system, system parameter and configuration files, and databases), utilities, and security-relevant programs/data files to authorized personnel. Implements methods to prevent or minimize direct access, electronic or other forms of eavesdropping, interpreting electro-mechanical emanations, electronic intercept, telemetry interpretation, and other techniques designed to gain unauthorized access to IT information, equipment, or processes. Evaluates unusual circumstances to recognize and define potential vulnerabilities and selects and oversees the installation of physical and technical security barriers to prevent others from improperly obtaining such information. Conducts the Information Assurance Awareness Program which uses computer-based training for both initial and recurring information protection training. Maintains required course records. (25%)
3. Serves as the Communications Security (COMSEC) Manager for all cryptographic activities including managing the Cryptographic Access Program (CAP). Formulates and develops communications security criteria and requirements for inclusion in mobility, contingency, and exercise plans. Maintains accountability for sensitive cryptographic materials and related COMSEC information. Oversees issuance of COMSEC materials. Maintains COMSEC inventory. Prepares and evaluates written plans for emergency actions and ensures personnel are fully qualified in the execution of plans. Investigates COMSEC security incidents to determine the possibility of compromise to COMSEC materials and ensures documentation and reporting to appropriate channels. Performs destruction, receiving, issuing transferring and inspecting COMSEC material within the most stringent timelines. Furnishes written guidance to user accounts concurring effective dates, accounting procedures, destruction requirements, and physical security of COMSEC materials including key. Performs semi-annual functional reviews of all COMSEC user accounts, physically inspecting the user's COMSEC facilities, reviewing procedures, and audit of all cryptographic holdings. Manages the Certification Authority Workstation. Manages the CAP by conducting briefings prior to granting access to cryptographic information. Documents cryptographic access certificates and acts as liaison for scheduling polygraph examinations of personnel enrolled in the program. (20%)
4. Implements and manages the Electronic Key Management System (EKMS) program. This includes system configuration and operation of the Local Management Device, Data Transfer Device, and Key Processor. Initializes the system, performs system backups, determines operator access, and control functions (privilege management), reloads and configures the operating system's parameters. Installs or oversees installation of local COMSEC account hardware and software, including training alternates in the AFEKMS operations. Serves as secure voice equipment (e.g., STE, secure VoIP) user Representative and Emissions Security Program Manager. Develops, implements, and monitors security systems for the protection of controlled cryptographic cards, documents, ciphers, devices, communications centers, and equipment. (20%)
5. Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies. (10%)
6. 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.

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- 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.
- 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>IF you are wishing to Cross-Train, an AF Form 422 within 5 years, validated within 12 months, is required</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>Indicate in your email your intent to convert to an AGR, if selected.</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><i>READ THIS SECTION COMPLETELY!!</i></b></p> <p style="text-align: center;"><b><i>IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION</i></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> </ul>

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- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **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. 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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