

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

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

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF22-631	OPEN DATE: 25 July 2022	CLOSING DATE: 24 August 2022
UNIT/LOCATION: 173D COMMUNICATIONS FLIGHT 173RD FIGHTER WING, KLAMATH FALLS, OREGON		
POSITION: COMMANDER (Vacancy and grade contingent on resource availability)		
PD #: D2170 GRADE/SERIES: GS-2210-13	POSITION GRADE: LTCOL <i>MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: LTCOL*</i> <i>MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: CAPT</i>	
NOTES: -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS -PROMOTIONS TO THE GRADE OF LT COL ARE CONTINGENT UPON THE AVAILABILITY OF A CONTROLLED GRADE -PROJECTED START DATE: TBD		
POSITION AFSC: 017D3Y** **This is NOT a cross-training-opportunity;		
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: COLONEL WILLIAM WILKINSON 541-885-6357 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

This position is located in the Base Communications Unit, Mission Support Group of an Air National Guard Wing. This is an Air National Guard (ANG) Dual Status Technician or Active Guard Reserve (AGR) position requiring military membership, compatible military skill assignment, and classification. The purpose of this position is to provide supervision, subordinate guidance, and team leadership to dual status, non-dual status, and civilian employees. They are accountable for directing the information and data integrity of all base and tenant organizations, as well as geographically separated units (GSUs) and communications and information functions. As the supervisor, the incumbent coordinates with DOD, AF, MAJCOMS, National Guard Bureau (NGB), other activities, and Wing Flying Units to procure, distribute, maintain, and replace requirements for all information technology (IT) and telecommunications infrastructure. Performs long-term planning and organizational development necessary to accomplish IT and telecommunications functions for programs essential ANG daily operations, training, and readiness missions.

MAJOR DUTIES:

1. Manages, plans, organizes, controls, and directs the communications activities for the Wing and Base to ensure mission accomplishment and optimum use of resources. Sets policy, directs and monitors support and related programs including planning and programming, funds distribution and management, economic analysis assistance, budget administration, material management, and related activities. Establishes, advises, and consults on production and quality requirements, mission objectives, equipment requirements and other logistics needs, to ensure requirements satisfy the respective mission sets and obligations. Plans and institutes communications fiscal policies to implement federal law, higher level directives, and to provide optimum support to subordinate organizations. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996, in order to ensure the rigorous application of information security and information assurance policies, principles, and practices in the delivery of all information technology services. Responsible for unit level oversight of programs used to monitor and eliminate fraud, waste, abuse and mismanagement. Supports audit programs within the Communications unit. Serves as a functional area technical expert to the Financial Management Board (FMB). Responsible for the development, management, and execution of financial management plans as they relate to communications systems. Analyzes, evaluates, validates, and recommends approval and disapproval of requested or proposed system requirements and develops documentation used in the processing and validation of such requirements.
2. Coordinates communications activities and projects with other concerned agencies and organizations. Determines goals and objectives for the organization. Exercises supervisory responsibility and authority including granting leave, appraising performance, establishing performance standards, recommending promotions, and initiating disciplinary actions as needed. Gives advice, counsel, and instructions to supervisors and subordinate incumbents on both general policy and administrative matters. Provides guidance and direction to unit members through a variety of methods in support of several functions, to include maintenance, logistics plans, supply, multimedia, quality control, production control, ground radio, telecommunications, software applications, technical services, networks, computer programs, and computer systems operations. Consults with subordinate supervisors and training specialists on training needs. Develops strategies for the hiring, training, and professional development of Wing communications personnel. Makes decisions on work problems presented by subordinate supervisors. Evaluates subordinate supervisors and reviews evaluations made by subordinate supervisors on other incumbents. Recommends selections for subordinate positions. Hears and resolves grievances and serious incumbent complaints not resolved at a lower level. Reviews serious disciplinary cases and disciplinary problems involving subordinates incumbents and determines required action. Supports equal employment opportunity and labor-management relations programs. Ensures efficient position management is practiced and that position descriptions of subordinates are accurate.
3. Coordinates with support organizations to assure an integrated approach to solution of problems. Assesses the impact of changes in the local area network and coordinates with operations to ensure these changes do not exceed maintenance or unit capabilities. Ensures unit Quality Assurance and Standardization and Evaluation programs are effectively managed. Develops new procedures to solve unprecedented technical problems.
4. Ensures formulation of comprehensive training plans for each function and specialty within the C4 and logistics activity. Develops CONUS and overseas deployment plans to meet unit's mission goals, inspection schedules, and deployment requirements. Identifies the need for facility and equipment modernization, improvements and replacements. Coordinates planning activities and resources with other units and higher headquarters. Manages the development of unit training goals and long range training plans. Assures that training sustains work force qualifications and capabilities. Oversees the unit mobility program. Provides guidance to the Communications Plans and Resources function regarding oversight of the unit's agreements program. Maintains a high level of operational readiness of personnel and equipment assigned to the Communications unit for both wartime and peacetime missions. Ensures drill status guardsmen (DSG), AGRs, and civilians are properly trained and able to perform the communications activities.
5. Monitors and controls the daily expenditure for material and manpower resources in accomplishment of peacetime and wartime mission goals. Identifies resource shortages or projected shortages.
6. Develops an IT acquisition process, which satisfies the provisions of the Information Technology Management Reform Act (ITMRA) while incorporating the Air Force Corporate Process and the DOD Acquisition structure. Develops coordinated policy and procedures to utilize architectural guidance and architecture management concepts which support the Wing strategic planning, programming, budgeting, system acquisition, and system operation and maintenance processes. Identifies and highlights funding and other additional requirements to NGB to ensure programs and projects are programmed in the applicable funding cycles.

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7. Ensures all support agreements and Memorandums of Understanding (MOUs), are appropriately coordinated and approved. Service Level Agreements with enterprise domain entities will be reviewed for local customer impact. Ensures quality of service issues are clearly identified, prioritized and resolutions pursued for effective mission accomplishment.
 8. Works under the broad and general direction of the Administrative Officer (Support Officer). Exercises full authority and statutory responsibility for management of assigned program areas. Uses independent judgment with wide latitude in developing, consulting, coordinating, and executing programs to achieve compliance with legal and regulatory requirements and organizational goals and objectives. The Commander is available for consultation and coordination on matters of major significance. Independently plans and programs work. Results are reviewed for accomplishment of mission and program objectives.
 9. Prepares and maintains files and publications in accordance with current directives to include both paper and electronic media.
 10. Coordinates with higher headquarters (HHQ) elements, Program Management Offices, Specific System/Hardware Support Elements, original equipment manufacturer (OEM) vendors and vendor contracted support facilities for issue resolution. Research includes using various means and media to obtain needed information to accomplish the task. May require the use of various stand alone (e.g., paper based, CD, DVD, etc.) or on-line (network or web based) methodologies to obtain needed information.
 11. Responsible for safety conditions, procedures, and work practices employed within the community. Provides work force guidance on safety matters and ensures safe work practices are utilized. Ensures periodic inspections of areas are performed and immediate action is taken to correct unsafe conditions.
 12. Provides input to and coordinate on relevant support agreements that require section support to make sure they correctly identify products and services needed.
 13. Maintains knowledge of emerging technologies, reviews technical periodicals, publications, commercial standards, and attends seminars.
 14. Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies.
 15. 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.
- 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 AFEC/D/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 Officer Classification Directory.**
- 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

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Current AGR members and those who wish to become an AGR must submit the following:

- ❑ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **Form Version Dated 11 November 2013**
 - Announcement number and position title must be annotated on the form
 - Download the current form version from;
<https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
- ❑ Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
 - RIP can be obtained from the virtual MPF (vMPF)
 - Select 'Record Review', and then 'Print/View All Pages'
- ❑ Copy of current passing Fitness Tracker report from the myFSS application: <https://myfss.us.af.mil/USAFCommunity/s/>
- ❑ - Last three Performance Reviews
- ❑ - Résumé

ORANG - Air Technicians interested in converting to AGR status:

- Selection for the advertised position does not constitute acceptance into the AGR program.
- **Indicate in your email your intent to convert to an AGR, if selected.**
- 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.

ORANG - Air Technicians wishing to remain in Air Technician status:

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 **AND a Résumé** to the AGR mailbox.

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- AGR Service in the Oregon Air National Guard is governed by applicable AFI, ANGI, Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or **DIGITALLY SIGN**
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1
- Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9, 10 & 17)
- **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 (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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