

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: AF22-635

OPEN DATE:
3 August 2022

CLOSING DATE:
2 September 2022

UNIT/LOCATION:

**270TH AIR TRAFFIC CONTROL SQUADRON
173RD FIGHTER WING, KLAMATH FALLS, OREGON**

POSITION:

**AIR TRAFFIC CONTROL SPECIALIST TERMINAL
(Vacancy and grade contingent on resource availability)**

PD #: D1799

POSITION GRADE: TSGT

GRADE/SERIES:
GS-2152-11

MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: TSGT*
MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: SRA

UMD Position #:
001293861c

NOTES:

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS
- PROJECTED START DATE: 1 OCTOBER 2022

POSITION AFSC: 1C171**

****This is NOT a cross-training-opportunity;
5 SKILL LEVEL REQUIRED**

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: MSGT LADUSKA MILLER 541-880-2488

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 Air National Guard (ANG) Aviation Wing, Air Traffic Control (ATC) Squadrons. The primary purpose of this position is: to provide tower, radar, and non-radar air traffic control (ATC) services to military and civilian aircraft operating under Instrument Flight Rules (IFR), Special Visual Flight Rules (SVFR), or Visual Flight Rules (VFR). Provides terminal ATC services to aircraft operating from primary and/or secondary airports within delegated airspace. Manages and directs controller actions and functions in Tower and Radar facilities as the primary watch supervisor and/or senior controller.

b. DUTIES AND RESPONSIBILITIES:

- (1) Performs air traffic control duties in the control tower and radar facility. Directs movement of aircraft in flight and on the ground by utilizing pilot and controller reports, visual observation, and/or tower and radar facility radar displays, or a combination of methods and in close coordination with other controllers. Under restrictive time and space limitations, formulates and issues ATC clearances and instructions to provide for the required separation and or sequencing of all IFR, SVFR, and VFR traffic within delegated airspace. Adjusts aircraft flight paths, assigns arrival and departure routes to various types of aircraft, arrival and departure runways, adjusts speed, and issues altitude assignments to accompany multiple types and performance level of civilian and military aircraft to affect separation and expeditious traffic flow as prescribed in FAO 7110.65.
- (2) Provides assistance to both experienced professional and inexperienced student pilots within the airspace and ensures expeditious traffic flows are maintained. Provides mandatory additional services and assistance to aircraft to include those experiencing inflight emergencies, hijacking and unlawful seizure, pilot disorientation, and to those aircraft otherwise experiencing distress during flight. Participates in a host of Transportation Security Agency (TSA) and FAA mandated homeland security procedures and implements Federal and local guidance and direction for aircraft operations within terminal areas. Formulates and issues IFR and SVFR clearances and VFR advisory information. Formulates and issue all ground movement clearances to aircraft on the ground, vehicular, and personnel operating on the movement areas and runways. Coordinate Notices to Airman (NOTAM) actions and airfield advisories in order to provide information to all users of appropriate airports and ATCALS facility.
- (3) Operates, trains, and provides preventative maintenance on a host of automated communications and display hardware and software systems that are integral and vital to the operation of the air traffic control facility. Types of systems include but are not limited to; Enhanced Terminal Voice Switch (ETVS), Digital Bright Radar Indicator Tower Equipment (DBRITE), Digital Voice Recording System (DVRS), Data Transmission Network (DTN), Digital Mapper, DoD Advanced Automation System (DAAS), Digital Airport Surveillance Radar (DASR) System, Standard Automated Replacement Radar System (STARS), Information Data Systems (IDS), Automated Terminal Information Service (ATIS), Control Tower Simulator System (CTSS), Air Traffic Control Training Device (ATCTD), Automated Weather Observing System (AWOS), and Automated Surface Observation Systems (ASOS). Ensures all equipment is accurately aligned and within the required standards, while operating at peak efficiency by all controllers. Maintains communications with aircraft and adjacent facilities to transmit and receive instructions and information relative to flight. Determines when backup or alternate communications are required and places same in operation as appropriate. Investigates possible equipment outages, and issues appropriate advisories to aircraft. Ensures adjacent facilities and aircraft operators are advised of additional support requirements during equipment outages. Provides training on systems to ensure controllers understand and apply correct equipment system operations.
- (4) Serves as a watch supervisor or senior controller in the ATC facility. Provides direction to all controllers in the safe, orderly and expeditious flow of air and ground aircraft and vehicle traffic. Issues and withdraws approval for facility ATC services based on traffic, workload, controller training, equipment capability, and training workload. Manages controllers on a shift to include position assignment, appointments, unexpected absences, leave scheduling, and shift overlap. Documents training progression/lack of progression and writes and reviews periodic reports of training for all qualification, review, recurring, and proficiency training requirements. Documents controller performance and adherence to military and civilian standards on Enlisted Performance Reports (EPRs). In concert with the Air Traffic Manager, routinely coordinates essential information on daily flying, ground movement, and general ATC issues with the Wing Supervisor of Flying (SOF), Operations and Group Commander(s), Civilian and Military Airport Managers, transient military DoD pilots, civilian Air Carrier Dispatch Centers, and other interested and required agencies.
- (5) Conducts and directs aircraft mishap and hazardous air traffic systems reporting. Serves as the focal point on the airfield for ground or airborne aircraft mishaps, system reports on hazardous air traffic activities, and ATC and pilot incident inquiries. Ensures accurate and timely reports to agencies or various local, state, and Federal departments having oversight responsibility.
- (6) Conducts and performs weather-related functions as part of the National Weather System. Performs normal and special surface weather observations in a timely manner. Provides accurate documentation and disseminates observations to adjacent ATC facilities, aircraft, and weather personnel, in accordance with National Weather Service (NWS), FAA, DoD, and local facility directives. Evaluates weather reports from automated (ASOS, AWADS, IDS, etc.) or other sources (i.e. Pilot Reports) and ensures weather information is accurate, specific, and timely. Modifies, corrects, or augments as appropriate for official weather reporting. Provides dissemination of weather warnings, Center Weather Advisories (CWA), Significant Meteorological Information (SIGMET), or Meteorological Information (MET) watch advisories. Requests, records, and disseminates Pilot Reports (PIREPS) as mandated by FAA and NWS directives.
- (7) Provides comprehensive on-the-job training for Air Force and Air National Guard personnel in accordance with Air Force, Air National Guard, FAA, and local policies and directives. Uses technical expertise and judgment for air traffic control procedures and provides hands-on training to trainee personnel using automated or formal classroom instructions. Ensures

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comprehensive training documentation is accomplished to accurately portray trainee status and capabilities. Ensures, USAF, ANG, and FAA computer based instruction programs are installed, maintained, and utilized by trainee and qualified controllers as required on a monthly basis. Utilizes computer based testing and data tracking software and analyzes data to provide effective recurring, review, and proficiency training on crew. Implements changes to local training systems, as directed, and constantly evaluates those changed systems to reduce overall facility training resource use. As required, attends regular training meetings with ATC staff to provide input and expertise in revising ATC Training Programs.

(8) Utilizes guidelines consisting of USAF, ANG, FAA regulations and policies, locally established policies, procedures, agreements and directives; training software, and manufacturer's manuals/instructions. Determines applicability, adapts guidelines as necessary, and researches additional options. Selects appropriate techniques for accomplishing required assignments and interprets regulations and policy documents to meet ANG mission objects. Exhibits a high degree of autonomy when implementing controller decisions not specifically covered by directives or regulations.

(9) Contacts civilian or military individuals or groups from inside and outside the employing agency in a variety of functions, as well as technical personnel employed by contractors and state ANG officials. Develops and maintains close contacts and professional relationships throughout the USAF, ANG, FAA and private industry. Contacts vary according to the nature of the problem involved and require the employee to ensure that the officials contacted have the authority and responsibility to resolve the problems in questions. The purpose of contacts is to plan or coordinate work efforts, or to advise on or solve technical problems. Coordinates with other individuals, groups, and agencies to acquire and provide technical information, advice, and assistance related to issues involving air traffic control, delegated airspace, training procedures, or certification processes. Influences and persuades others to actively and aggressively contribute to development of prompt and lasting resolution of problems impacting on the readiness of the local air traffic control operation.

(10) Performs 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 AFECD/AFOCD

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
- 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

- 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'

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- ❑ Copy of current passing Fitness Tracker report from the myFSS application: <https://myfss.us.af.mil/USAFCommunity/s/>

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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