

DESCRIPTION OF DUTIES

This position is located in the Aircrew Flight Equipment (AFE) function, of the Air Operations Directorate. Its primary purpose is to serve as manager of the AFE function, as equipment specialist, and Wing technical expert over all of the aviation Aircrew Flight Equipment activities to include: personnel supervision and operations support; material, fiscal and facility resources management; aircrew training programs; information management; and equipment air worthiness certifications. The incumbent also serves as liaison with state, Federal, and military agencies for matters concerning aircrew/passenger safety, search-rescue and recovery, mission support, and operational planning.

DUTIES AND RESPONSIBILITIES:

(1) Exercises overall functional and management responsibility for the Wing Aircrew Flight Equipment program. This includes managing, planning, organizing, controlling, and directing all activities of the function. Ability to provide expert technical advice to the Operations and Wing Commander concerning all AFE function issues affecting the Wing. Serves as the Wing focal point for all AFE matters dealing with higher headquarters. Integrates the AFE program(s) into the flying operations of the Wing. As technical advisor, makes recommendations as appropriate to enhance the AFE maintenance mission.

(2) Supervises the Aircrew Flight Equipment function either directly or through a Small Shop Chief. Plans, coordinates, and directs the activities of subordinate and augmented personnel. These individuals may be on various types of employment status such as Air Technician, Active Guard Reserve, Special Training, or on other approved work-day orders. Performs personnel supervisory functions including preparing travel orders, participating in interviews and selection of employees, approving leave, ensuring indoctrination of new employees, providing training, evaluating performance, initiating action to review the classification of positions within the organization, and resolving disciplinary problems. Establishes shift schedules and assigns personnel based on workload to ensure adequate mission support coverage. Supports and takes affirmative action with consideration of Equal Employment Opportunity in all aspects of personnel actions. Keeps employees informed of NGB goals, objectives, and policies, and informs management of employee input and concerns. Supports peacetime and combat missions and augments Intelligence and Combat Search and Rescue Forces functions. Supervisory duties require less than 25% of the incumbents work time.

(3) Ensures required operations support is provided through accomplishment of the following responsibilities:

(a) Identifies development and sustainment needs and coordinates facility requirements which support aircrew life-saving, rescue and recovery, and secure-communications equipment. Liaisons with host-base authorities to coordinate munitions storage and equipment inspection and maintenance activities. Evaluates facilities to ensure compliance with established Air Force Occupational Safety and Health standards, public health policies, and directives. Advises or insures mission commander(s) and field operators are advised on all pre/post mission requirements for safeguarding classified materials, equipment and weapons. Develops and applies Memorandums of Understanding, Host Tenant Support Agreements, Inter-service Support Agreements, Operational Plans and other support agreements with local and non-local agencies to support flying activities.

(b) Ensures Precision Measurement Equipment Laboratory (PMEL) equipment is inventoried and scheduled for calibration cycles (i.e., Survival Radio, Beacon, Strobe Light, Night Vision Goggle (NVG) testers). Ensures equipment is prepared for pickup and delivery, appropriate documentation has been completed, inspection or maintenance activities have been coordinated, transportation has been arranged, acceptance inspections have been performed and equipment records have been properly annotated.

(c) Forecasts and validates munitions authorizations and allocations. Monitors, oversees and/or accomplishes the inventorying of all munitions, forecast of time change requirements, removal and installation of munitions, preparation of hazardous material shipping documents, scheduling of transport of munitions, coordination with munitions supply point, and documentation of appropriate forms.

(d) Manages activities of handling/shipping/storing/ordering of multiple hazardous materials. Certifies and/or oversees the certification of hazardous cargo shipping documents required for handling/shipping hazardous materials for operational contingencies on military air/commercial aircraft and/or vehicles which directly support Aircrew Life Support Equipment (life saving appliances, lithium batteries, explosive devices, corrosive materials, isopropyl alcohol, etc.). Oversees the Life Support functions of the Hazardous Material (HAZMAT) Pharmacy program and ensures the research of all required Material Safety Data Summary documentation to ensure compliance with all appropriate safety documentation and regulations.

(e) Manages a comprehensive mobility package to sustain bare-base operations (60 days) and contingency operations (120 days) for deployed locations under routine and surge conditions. Reviews the Designated Operational Capability Statement and Unit Type Codes to assess and evaluate relevancy, adequate sourcing, training and combat readiness. When designated as the Status of Resource and Training System (SORTS) manager, collects and analyzes all

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available SORTS data to ensure accuracy. Prepares and presents formal SORTS briefings to the unit Commander and Staff, IG, MAJCOM, and NGB. Provides formal training for all unit members.

(f) Develops and oversees strict compliance with safety, fire, security, and housekeeping regulations. Ensures materials and equipment are properly stored, protected and maintained.

(g) Develops and manages operational security programs to include training, certification, and remedial action when required. Establishes procedures for controlling classified equipment and material. Reviews Special Instructions and other agency protocols to ensure aircrews are properly briefed and prepared for potential mission threats. Oversees/performs the encoding, decoding, and loading of classified sensitive mission data for aircrew recovery communication equipment.

(4) Performs material, fiscal, and facility resource management responsibilities. Serves as the unit Resource Advisor (RA). Is the primary point of contact for the Responsibility Center Manager (RCM) for all resource management matters affecting life support activities. Reviews all operational cost models and develops and manages budgetary programs. Prioritizes and executes funding allocations, identifies unfunded requirements and prepares documents for out of cycle, mid-year, and end of year funding opportunities. Monitors and consolidates financial programs, develops initial requirements and validates unfunded requirements. Plans and executes workday allocations and ensures adequate Operations and Maintenance (O&M) funding is available to support yearly deployments, exercises, and TDY's. Oversees the custodial control and accountability for all aircrew protection and personal recovery equipment, munitions, weapons, and cytological keying systems. Performs audits and summarizes reports data to ensure maximum utilization of aircrew resources. Reviews operational resource management procedures and recommends changes effecting efficiency, inspects completed work and evaluates program investment and asset relevancy and performance. Reviews Allowance Source Codes and Air Force Equipment Management System (AFEMS) products, prepares resource requisitions and supply documents. Coordinates with Standard Base Supply System (SBSS), Equipment Managers, Contracting offices, Financial Management Boards, Financial Working Groups, and Depot-Level Repairable (DLR) analysts. Establishes and reviews equipment requisition documents (R-14, DO4, M30, etc). Ensures the maintenance of equipment management, control, accountability, supply accounts (chemical warfare, DLR, non-fly), supply tracking logs, and separate funding accounts. Prepares annual financial plans, manages funding for Budget Execution Review cycles (BER) II and III. Oversees the establishment and maintenance of bench stock accounts, listings, and tracking logs. Provides oversight of inventories and of the organization of bench stock items received, and of the development of supply difficulty letters. Establishes, monitors, balances, and maintains Government Purchase Card account registers. Submits Product Quality Deficiency Reports (PQDR's)/ Material Deficiency Reports (MDR's), submits Operational Hazard Reports, forecasts time changes, and establishes and maintains AF Form 1297 file for accountability.

(5) Provides oversight of the formal academic instruction, and serves as an academic instructor for unit aircrew members, Department of Defense personnel, foreign nationals, dignitaries, civilian aircrew and search-rescue agencies. Ensures that initial and recurring training events provided include theory of operation and are student centered and performance based. Provides oversight in the planning, organizing, and conducting of training activities using USAF certified platform training techniques. Oversees or prepares post-training evaluations and provides certification in accordance with aircrew training currency tables. Determines training schedules according to course control documents, directives, policies, and instructional guides. Researches and applies Operational Risk Management (ORM) assessments for each training event to prevent injury/death to the student and minimize loss or destruction of valuable training equipment. Provides oversight of and conducts classroom, laboratory, and field training. Uses lecture, demonstration, and performance techniques, guided discussion, time and circumstance teaching methodology. Coordinates and conducts or ensures training is conducted under realistic, hands-on conditions. Provides or ensures initial training and task certifications are provided for loading Global Positioning Satellite (GPS) software, PRC-112G Survival Radio with encrypted user and mission profile information, pre-mission operator checks for night vision and personal recovery signaling devices. Develops environments and scenarios which include but are not limited to: global environmental conditions, combat situations, and captivity. Utilizes and ensures utilization of curriculum, functional structure, and procedures for Survival, Escape, Resistance, and Evasion (SERE) and Code of Conduct Training (CoCT); Global Survival; Combat Search-Rescue and Recovery; Water Survival; Aircraft Egress; Emergency Parachute Descent (utilizing state-of-the-art virtual reality trainers); Aircrew Chemical Defense Equipment, utilizing the Aircrew Eye Respiratory Protection System (AERPS); aircraft integrated and self-contained oxygen filtration systems; Aircrew Chemical/Biological Control Area (ACCA) Decontamination procedures; and Aircrew Chemical Defense task qualification training. Additionally, ensures SERE principles are incorporated in all survival training. Utilizes SERE Joint Tactics, Techniques, and Procedures (JTTP). Supports operational tasking for theater and Joint Task Force commanders. Ensures standardization and compliance with policies, directives, course control documents, operational guidance, and instructional methodology. Performs and/or oversees field instruction in survival techniques to include local and deployed scenarios; food and water procurement; land navigation; shelter building; fire-craft; search and rescue; escape, evasion and resistance; physiological and psychological aspects of survival; signaling devices; radios; beacons; strobe lights; mirrors; handheld flare and gyro jet flares; time-on-target satellite signaling techniques; and first aid. Administers or oversees practical and written evaluations. Develops charts, mock-ups and maintains training aids.

(6) Performs the following types of administrative/information management responsibilities:

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--Conducts administrative compliance inspections and takes positive action to eliminate unserviceable life saving equipment. Reviews, develops, and issues written instructions to clarify Air Force, MAJCOM, NGB guidance, and develops special instructions for non-routine assignments. Supervises the procurement and maintenance of a complete stock level of publications, evasion charts and maps, forms, administrative and equipment bench stock supplies, and equipment required in the operation of the flight duties.

--Oversees the requisitioning of Technical Orders (T.O.), the update/receipt of T.O. changes, the filing and distribution of T.O.'s, publication inventories, the ordering of compliance and modification items, the performance of Interim Time Compliance Technical Order (ITCTO), Operational and Safety Supplement changes to all affected equipment, the performance of T.O. familiarization, and the recording and documentation of appropriate forms. Improves T.O.'s by evaluating areas in need of modification, and by completing and submitting AFTO Form 22.

(7) Manages a program to ensure Aircrew Flight Equipment airworthiness:

--Ensures all aircrew flight equipment, survival and rescue-recovery equipment meets strict airworthiness standards through oversight of a program that involves extensive diagnostic testing and evaluation, inspection, calibration, troubleshooting, repairing/replacing, assembly disassembly, and strict adherence to certification procedures. Life Support and Rescue-Recovery equipment includes the following items: cabin depressurization and oxygen systems; oxygen masks; flight helmets; flight helmet-mounted display units with a built in electronics heads-up-display systems; Joint Helmet Mounted Cueing Systems with an advanced forward-looking electronics and cathode package supporting the pilot's look down/shoot down capability; anti-G protective systems; personal and aircraft flotation systems; night vision goggles with additional fiber-optic inverters; photo cathodes; phosphor micro-channel plates to amplify electron imagery; night vision mono-scopes; survival kit/vest electronic devices; and survival components to include: personnel recovery survival radios with installed Global Positioning Systems (GPS) and programmable UHF/VHF classified frequencies, personnel recovery survival radio Quick Draw (QD) integrators, personnel locator beacons, handheld GPS units, infrared and visible signaling devices, rescue strobe lights, aircrew weapons and ammunition, signaling pyrotechnics and munitions, noise-reducing intercom systems, personal extraction devices, water purification systems, and medical kits.

--Oversees work that requires the use of complex state-of-the-art diagnostic testers, computer based encryption systems, data bases, and specialty tools. These testers include solid-state radio testers (RCTS-003A, TS-24B); Quick Draw (all models) and suitcase interrogators requiring the use of satellite communications/UHF-VHF/GPS systems and encryption technologies; Helmet Heads-Up Display Unit Test Set; Combined Aircrew System Test Set; Scot oxygen mask and communications tester; survival recovery radios; and night vision goggle testers that calibrate diopter settings, collimation, goggle gain, and infinity focus. Work directed involves maintenance of infinity focus infrared 20/20 testers, nitrogen purge kit systems, GPS devices with computer interface programs, multi-meters, micrometers, precision calipers, and electrical circuitry test consoles to ensure life support systems are maintained in accordance with technical data and manufacturer specifications. Works directed involves the use of numerous specialty tools.

--Oversees and performs pre-mission equipment certifications and conducts mission termination inspections. Ensures aircrew equipment is properly pre-positioned and configured to support mission requirements. Certifies signature forms and equipment records used to verify proper configuration and serviceability of aircrew equipment Conducts "Follow on Testing and Evaluation" of aircrew life support and aircrew chemical defense equipment to ensure compliance with flight safety and optimum performance standards. Submits suggestions and recommendations to change processes and procedures related to technical material governing equipment and practices.

(8) Performs other duties as assigned.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR 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 meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.

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ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP.
- If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test.
 - You must schedule your test date and receive 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 the check.

APPLICATION INSTRUCTIONS

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******* 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, **dated 11 November 2013**
 - Announcement number and position title must be annotated on the form
 - Download the current form version from; http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
- Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
 - RIP can be obtained from the servicing Force Support Squadron (FSS)
 - In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
 - Select 'Record Review', and then 'Print/View All Pages'
- Copy of current passing physical fitness assessment. (from AF Portal)

ORANG - Air Technicians interested in converting to AGR status:

- Selection for the advertised position does not constitute acceptance into the AGR program.
- 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.
- The AGR Manager will evaluate the request against TAG state policy (CPM-131) to ensure compliance.
- The Adjutant General is the final approving authority.

Current Technicians who wish to remain in Technician status must submit the following:

- Optional Form 612, Application for Federal Employment
- Or a Standard Form 171/172
- And a Copy of current passing physical fitness assessment
- And detailed Resume
- And a list of references

TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:

General Experience – Your resume or OF 612 must describe your experience which directly relates to the position being advertised and must be substantiated with your months of experience under your job history.

Specialized Experience for Technicians –

- Within your resume and/or OF612 identify how you have gained specialized experience for this position
- Applicants applying at the **GS-11** level must have **36 months** experience in positions which demonstrate the required Specialized Experience

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IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions
- Include the announcement number and position title on your application
- 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)
- A current passing Fit Test will suffice for a "YES" response to question 17
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **Limit file size to less than 3MB (1MB or less is ideal)**
- You may paper clip your application, **Do not** staple, bind, tab, or use document protectors
- Submit only single sided copies of all application documents submitted
- Do not fax applications
- 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 1630 of the announcement closing date

E-MAIL APPLICATIONS TO: jfhqorac.agr.omb@ang.af.mil (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(example: AF14-5xx – Doe)**

Applications can also be mailed to:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
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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