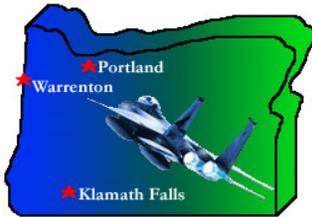


# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS-OR-AC/AGR  
P. O. Box 14350  
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO: [JFHQORAC.AGR.OMB@ANG.AF.MIL](mailto:JFHQORAC.AGR.OMB@ANG.AF.MIL)

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:  
<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>

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

**ANNOUNCEMENT NUMBER:** AF14-519

**OPEN DATE:**  
16 Jan 2014

**CLOSING DATE:**  
14 Feb 2014

**UNIT/LOCATION:**

**142D COMMUNICATIONS FLIGHT  
142D FIGHTER WING, PORTLAND, OREGON**

**POSITION:**

**INFORMATION RESOURCES SPECIALIST  
(Knowledge Operations Management)  
(Vacancy and grade contingent on resource availability)**

**PD #:** D18510  
**MAX MILITARY RANK AT TIME OF HIRE:** MSGT / E-7  
**MIN MILITARY RANK AT TIME OF HIRE:** TSGT / E-6

**GRADE/SERIES:** GS-0301-09  
**NOTES:**  
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS.  
-PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.  
-PROJECTED START DATE: **01 APRIL 2014**

**UMD Position #:** 1005992  
**Mandatory qualifications:**  
1. New hire will be on a one (1) year probation period, with orders extended upon successful completion of probation.

**POSITION AFSC: 3D071\*\***

**Applicants must have 3D071 AFSC minimum to qualify**

**This is not a cross-training opportunity**

**MINIMUM ASVAB SCORE REQUIRED: Admin = 47**

*For additional information about ASVAB scores,  
reference the "Additional Information" section in this announcement.*

**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

**AREA 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:**

SHOP/SECTION POC: CMSgt BRIAN PRESSON, 503-335-5200; DSN 638-5200

UNIT HR LIAISON: TSGT CRYSTAL LINVILLE, 503-335-4029, DSN 638-4029

**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 142d Communications Flight, Plans and Resources Branch. Its primary purpose is to implement and administer the information Management Programs within the 142d Fighter Wing, base tenant units, and GSU's supported by the 142d CF as required by applicable directives.

- Performs, supervises, or manages data, information, and knowledge-sharing services in a fixed and expeditionary environment. Includes planning, coordinating, sharing, and controlling an organization's data and information assets. Manages technologies to capture, organize, and store tacit and explicit knowledge.
- Performs data management. Manages process of planning, coordinating, managing, sharing, and controlling organization's data assets. Utilizes data systems which enable data to be accessed, tagged, searched and archived regardless of physical location, media, source, owner, or other defining characteristics. Categorizes and specifies how to represent objects, concepts, and other entities based on relevance and application to support specific organizational objectives. Structures data and information for a specific purpose in a specific context for collaborative groups of users who must exchange information in pursuit of their shared goals, interests, missions or business processes. Manages databases for the storage, modification, and retrieval of information to produce reports, answer queries, and record transactions. Uses or assists users with using authoritative data sources, data services, and presentation layer to deliver information to support processes.
- Performs information management functions. Conducts information analyses to determine proper flow and life-cycle management of information, regardless of medium. Operates information systems to create, collect, process, disseminate, use, store, protect, and dispose of information. Develops, provides, and educates users on workflow capabilities and tools to comply with structured electronic processes and flexibility to create/develop ad hoc courses of actions. Manages timeliness, accuracy, maintenance and approval of published content. Approves and publishes content through automated publishing tools. Oversees organizations' compliance and management of AF Portal and collaboration tools. Manages publications and forms development, design, control, storage, acquisition and dissemination. Provides guidance to ensure publications and forms meet prescribed style, format, and legal and statutory requirements. Focal point for Internet and e-mail management and use policies. Creates manual and electronic file plans. Applies file cutoff procedures and disposes of and retrieves records. Conducts Staff Assistance Visits and training to check compliance with program directives. Operates and manages records information management system and records staging areas. Complies with Privacy Act (PA) and Freedom of Information Act (FOIA) procedures and provides assistance to ensure others comply. Provides guidance and assistance on common, standard electronic communications applications and establishes policy, processes, and procedures for document management, collaboration, and workflow. Operates and manages the Official Mail Center as well as perform and maintain records of required training.
- Manages knowledge services. Serves as consultant/liaison for overall data, information, and knowledge planning and integration; identifies and analyzes data, information, and knowledge requirements to facilitate delivery of decision-quality information to commanders. Uses and manages technologies to capture, organize, and store activities/experiences, leveraging collaborative knowledge across disparate organizations. Promotes interaction among two or more individuals encompassing a variety of behaviors, including communication, information sharing, coordination, cooperation, problem-solving, and negotiation. Assesses, develops and manages desktop common-operating pictures/dashboards. As an expert in Knowledge Operations will oversee Wing and GSU KOM AFSC training as well as training required for programs under their purview.
- Manages, supervises, and performs planning and implementation activities. Manages project implementation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates enterprise management initiatives with base communications systems and performs required training or coordinates training solutions with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project implementation as well as monitoring project status and completion actions. Evaluates contracts, wartime, support, contingency and exercise plans to determine impact on KOM manpower, equipment, and systems.

## 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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- Member must hold required AFSC or be eligible for retraining and meet all eligibility criteria in AFECD/AFOCD

## 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.
- 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, however; 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

**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 or those who desire to become AGR, must submit the following:***

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- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated 11 November 2013**
  - o Announcement number and position title must be annotated on the form
  - o Download the current form version from; [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)
- Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
  - o RIP can be obtained from the servicing Force Support Squadron (FSS)
  - o In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
  - o Select 'Record Review', and then 'Print/View All Pages'
- Copy of current passing physical fitness assessment. (from AF Portal)

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***ORANG - Air Technicians interested in converting to AGR status:***

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- 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 The Adjutant Generals state policy (CPM 131) to ensure compliance.
- The Adjutant General is the final approving authority.

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

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- 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

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## TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:

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**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-09** level must have **36 months** experience in positions which demonstrate the required Specialized Experience

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\*\*\*\*\* **PLEASE READ THIS ANNOUNCEMENT COMPLETELY** \*\*\*\*\*

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**READ THIS SECTION COMPLETELY!!**

**IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION**

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- 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**
- **Complete application packet should be in PDF format**
- **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](mailto: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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