

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:
JFHQRAC.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>

STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF14-523

OPEN DATE:
16 Jan 2014

CLOSING DATE:
6 Feb 2014

UNIT/LOCATION:

JFHQ-AIR, SALEM, OREGON

POSITION:

STATE INFORMATION MANAGER
(Vacancy and grade contingent on resource availability)

PD #: D18510 & MAX MILITARY RANK AT TIME OF HIRE: **MSGT / E-7**
D15470

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

UMD Position #: 0704433
-PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE
-PROJECTED START DATE: **TBD / 1 MAR 2014**

POSITION AFSC: 3D071**

****Applicant must possess 7 Skill-Level in ANY AFSC to qualify****

This is 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

AREA OF CONSIDERATION:

FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD

SECOND AREA: ALL MEMBERS OF THE OREGON AIR NATIONAL GUARD

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

SHOP/SECTION POC: CMSgt ULANA COLE, 503-584-2223, DSN-355-2223

UNIT HR LIAISON: CMSgt NORMAN OLSON, 503-584-2226, DSN-355-2226

DESCRIPTION OF DUTIES

Included in the duties of the State Knowledge Operations Manager are planning, coordinating, managing, sharing, and controlling organization data assets; conducting information analyses to determine proper flow and life-cycle management of information, regardless of medium; operating information systems to create, collect, process, disseminate, use, store, protect, and dispose of information; electronic

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and manual publications, and forms development, design, control, storage, and dissemination; management of official records, including manual and automated record management systems and operation of records staging, publishing and managing content through automated publishing tools; using and managing technologies to capture, organize, and store information; and client support administration, including management of computer hardware and software; installation and configuration of software operating systems and office automation applications, and configuration, management and initial diagnostics of information systems.

Assist with and serve as the assistant and principal clerical and administrative support person to one or more supervisors. Participate intensively in the management of the office by applying a good working knowledge of programs under the control of the supervisor(s) and relieves the supervisor(s) of clerical and administrative support work. Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Prepare responses to requests for general information. Makes arrangements for conferences and meetings. Read incoming correspondence, publications, regulations, and directives which may affect the supervisors. Reviews outgoing correspondence. Provides assistance in the procedural aspects of the office. Maintains office files of correspondence, directives, regulations, and other convenient information. Arranges for travel, aids in processing travel vouchers and pay documents for unit members. Government Purchase Cardholder (GPC) for JFHQ.

Performs JFHQ- Air personnel data management. Manages process of planning, coordinating, managing, sharing, and controlling organization's data assets. Interfaces or assists Communities of Interest. Structures data and information for a specific purpose 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.

Performs JFHQ- Air 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, and maintenance of published content. Approves and publishes content through automated publishing tools. Oversees organizations' compliance and management of AF Portal and collaboration tools: to include JFHQ-Air SharePoint page. 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 electronics file plans. Applies file cutoff procedures and disposes of and retrieves records. 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. Provide cross functional support for OMD Official Mail Center. Develops JFHQ- Air information/knowledge management plans.

Performs client support administration (client-level information technology support) functions. Manages hardware and software. Performs configuration, management, and initial diagnostics of information systems. Coordinates and documents information systems repairs. Runs system diagnostics and determines cause of hardware and software failures. Removes and replaces components and peripherals to restore system operation. Installs and configures software operating systems and applications. Provides customer service to assist in operation, restoration, and configuration of information systems. Serves as the unit focal point for all IT related matters to include desktop work stations, laptop systems, tablet systems, BlackBerry and cellular devices, wireless network components, printers, scanners and misc. side-by computer peripherals, and video conference systems. Monitors and manages information system security programs. Reports security incidents and formulates and applies corrective security procedures.

May be assigned one or more additional duties, based on the JFHQ-Air needs for mission accomplishment, these additional duties may not be specifically within the AFSC definition. Additional duties include but are not limited to AROWS, DTS Manager, Govt. Travel Card Manager, Unit Fitness Monitor, etc..

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.
- 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

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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

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**
 - 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
- 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)

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 The Adjutant Generals 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-09** level must have **24 months** experience in positions which demonstrate the required Specialized Experience

READ THIS SECTION COMPLETELY!!

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**
- **Complete application packet should be in PDF format**

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- **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: jfhqrac.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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