

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: AF15-501	OPEN DATE: 29 Oct 2014	CLOSING DATE: 18 Nov 2014
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UNIT/LOCATION:

**173^D COMMUNICATIONS FLIGHT
173^D FIGHTER WING, KLAMATH FALLS, OREGON**

POSITION:

**RF Transmission Systems
(IT Specialist)**

PD #: D21820 MAX MILITARY RANK AT TIME OF HIRE: **SSGT / E-5**
MIN MILITARY RANK AT TIME OF HIRE: **SrA / E-4**

GRADE/SERIES:
GS-2210-11

NOTES:

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS
UMD Position #: 0960203 -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 JAN 2015**

POSITION AFSC: 3D153**

****Applicant must possess 5 Skill-Level in the 3D1x3 AFSC to qualify****

This is not a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Elec = 70

*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: CURRENT TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD

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

SHOP/SECTION POC: SMSGT TINA WILSON, 541-885-6409, DSN-830-6409
UNIT HR LIAISON: MSGT 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 Operations Flight of a Base Communications Squadron, Mission Support Group, in an Air National Guard Wing. This position is responsible for providing voice, data, wireless, Communications Focal Point (CFP) and information security services provided to the Wing, supported Geographically Separated Units, and Tenants. The incumbent specializes in one or more of the major information technology (IT) and/or communications systems/functions managed and maintained by the Squadron - network infrastructure, wireless systems, voice systems, and CFP operations. The purpose of this position is to serve as a customer support specialist performing work involving analytical and evaluative duties related to classified and unclassified information technology networks and/or cyber system with primary knowledge requirements of information processing methodology, information technology, telecommunications systems, computer capabilities, processing techniques, IT trouble ticket management, and data communications. The network infrastructure systems include: local/wide/virtual area networks (LAN/WAN/VLAN), intrusion detection systems, closed circuit television, network switches, routers, information transfer nodes (ITN), and platform IT systems. The wireless systems include: trunked UHF/VHF/HF systems, regulated and unregulated radio and wireless network systems, personal wireless communications systems (PWCS), wireless conferencing, and wireless LANs to support Wing, Geographically Separated Units (GSU), and Tenants. The voice systems include: plain old telephone systems (POTS), networked secure and unsecure voice, Voice over Internet Protocol (VoIP), voice mail systems, unified communications network systems, and Video Tele-Conferencing (VTC) networks. The CFP function includes: planning, directing and scheduling of the information technology work load distribution.

To ensure full coverage for all systems supported, each incumbent is expected to maintain a high level of proficiency for all systems supported by the Communications Squadron. While each incumbent may specialize in one system category, to ensure full coverage during workload fluctuations as well as employee absences, each incumbent will cross-train to support all IT and communications systems. Throughout the year, each incumbent will perform customer support work for all three IT/communication system categories.

MAJOR DUTIES

1. Manages the assigned IT/communications environment with privileged access at the network level for the Wing, Geographically Separated Units (GSU), and Tenants. Plans, coordinates, installs, and continuously analyzes system design, hardware and software. Develops, recommends, and installs solutions and upgrades to ensure availability, integrity, efficiency, and reliability of all components of the assigned system. Provides Information Assurance systems support for all disciplines, ensuring the rigorous application of information security/information assurance policies, principles, and practices in the delivery of network services. Performs system audits to assess security parameters and performance of IA controls within the network environment.
2. Serves as a focal point for ensuring functionality and operability of the assigned IT/data systems/functions, voice and wireless systems to support mission requirements of Wing, Geographically Separated Units (GSU), and Tenants. Optimizes the functionality and performance of hardware and software systems and ensures availability, integrity, efficiency, and reliability of system/functional resources while managing the communications focal point coordination and workload distribution duties. Analyzes, manages, and directs installation of any new hardware or software introduced into the environment to ensure its compatibility with existing architecture, its reliability, and functionality in relation to the organization's business requirements. Runs tests to verify operability and functionality; analyzes hardware and software malfunctions to resolve physical and logical processing problems; and recommends acquisition of programs, process or equipment which will resolve operational problems. Provides on-going optimization and problem solving support; continually surveys system operation to identify potential systems problems which could lead to loss or serious interruption of service. Oversees and initiates corrective or preventative measures to rectify immediate problems and prevent future occurrences through the CFP. Troubleshoots and diagnoses system failures to isolate source of problems. Performs testing, troubleshoots, corrects problems, and distributes workload relative to interface and interoperability of system components such as hardware, systems software, and applications programs. Provides proactive consultation and instruction with system users and technical specialists to ensure seamless implementation of changes. Assesses and mitigates security vulnerabilities of installed system hardware and software.
3. Provides customer technical assistance and support for all users. Provides ongoing technical support to customers to ensure proper functional use of equipment and programs and to preclude undue interruptions to IT and communications services. Works with customers to ensure efficient operations which support each unit's requirements. Assists in solving problems associated with delivery of hardware and software orders. Provides management with information necessary to address difficult and complex problems in automating work processes. Tracks life of system equipment, prepares and provides analyses to determine future maintenance and replacement costs to help justify budget submissions. Reviews purchase requests and statements of work, ensuring documentation is sufficient to justify enhancements necessary to keep systems current and ensuring requested equipment and applications are compatible with existing infrastructure. Promotes use of assigned systems by providing instructions to functional area users on IT/communications processes and procedures associated with each supported system. Works with the CFP and customers to resolve integration or configuration related issues associated with a variety of different system platforms, operating systems, applications, and equipment configurations.

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4. Determines customer requirements and assists customers by recognizing and analyzing trends and providing instruction and orientation services. Identifies and documents system requirements for specific needs of customers. Conducts in-depth analyses of system usage, user complaints, traffic interruptions, hardware and software capabilities, and other relevant factors. Recommends methods and procedures and coordinates corrective action to optimize utilization of present equipment. Ensures upgrades to the base IT and communications infrastructure are identified and assists customers in developing and submitting recommendations for additional equipment and funds. Cooperates and works with squadron personnel in planning and developing new or additional infrastructure/architecture capabilities. Identifies potential performance or capacity problems. Works with technical support personnel in resolving problems. Manages system user accounts, resets system passwords, and resolves firewall issues. Responds to trouble reports by analyzing problems, providing solutions, and recommending actions necessary to avoid future difficulties such as enhancing, replacing, or modifying existing programs, applications, and equipment. Maintains records of analyses, tests, and the techniques and procedures applied in problem resolution to establish a record of activities for future use. Coordinates efforts between system customers, system support personnel and commercial vendors to identify and resolve hardware, software, and other system anomalies. Records problem reports as they occur and analyzes data to determine trends in use or performance that could lead to future problems. Provides orientation in the use of new or changed technology. Provides formal or informal training to ensure users understand the interrelationships of the system and are able to operate the system without undue difficulty. Prepares user manual or instructions for assigned applications.

5. Conducts feasibility studies to identify and analyze system failures and analyzes data to determine if trends exist which forecast the need for future replacement or modification of system hardware and software. Based upon the results of studies and the analyses of trends in usage and system problems, determines the feasibility of significant modifications vs. replacement to improve reliability. Participates with operating officials, system users, and others in progress review of established systems to determine the reliability, productivity, and user friendliness of the existing system hardware and software. As budget constraints dictate, evaluates alternative means of satisfying user requirements and provides management with the most technically feasible and cost efficient approaches to meet changing needs. Uses benchmarks, performance measurement, and evaluation data in conjunction with modeling and simulation techniques in planning for increased capacity and to support additional workloads. Performs independent research of literature and consults with a variety of vendors, IT and communications specialists in other agencies, and members of professional associations to determine availability and feasibility of modifying existing systems. Provides cost analyses for new/upgrade infrastructure and architecture capabilities. Keeps abreast of changes in technology to assist management in preparing for future enhancements. Forecasts future needs and prepares recommendations, justifications, and specifications for equipment and applications. Examines and evaluates alternative means of satisfying user requirements and makes recommendations to management regarding the most effective and efficient approaches.

6. Coordinates frequency needs with command level spectrum management office to maintain current allocations and obtain new authorizations. Secures operating authority, and ensures minimal interference by ANG radio frequency (RF) operations. Analyzes RF spectrum requirements and determine compatibility with other users considering transmitter and receiver specifications, antenna data, emission characteristics, and modes of radio wave propagation. Reviews and validates radio frequency allocations. Maintains frequency records and associated databases. Examines spectrum allocation data and frequency assignment records to determine suitability of specific equipment planned for deployment. Provides spectrum management guidance to units deploying equipment in support of contingency, exercise, or wartime requirements.

7. Installs, maintains, and repairs hardware devices supporting a broad range of information and communications systems. Uses detailed knowledge of concepts, principles, methods, and practices with sophisticated diagnostic equipment and complex diagnostic software to identify and resolve internal system and network conflicts. Applies diagnostic equipment to test, configure, evaluate, and optimize all high bandwidth circuits. Designs, develops and conducts technical and operational tests and evaluations of a wide range of communications equipment and systems using performance management and measurement methods. Coordinates and prepares items for contract or warranty repair or replacement as required. Receives, inspects, installs, and verifies the proper operation of equipment returned. Accomplishes required documentation.

8. Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies.

9. 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.

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- 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 the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

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

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, <https://www.my.af.mil/>)

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, "Limitation on Change of Status Between the Technician and AGR Career Programs"**, to ensure compliance. (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- The Adjutant General is the final approving authority.

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

- Detailed Resume
- And a Copy of current passing physical fitness assessment
- And a list of references

TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:

General Experience – Your resume 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 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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READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- AGR Service in the Oregon NG is governed by CPM-127, "Maximum Tenure Policy for Oregon National Guard Full-Time Personnel". (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- 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 a single PDF format document**
- **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: AF15-5xx – Doe)**

Secure File Upload may be done at **AMRDEC SAFE**: <https://safe.amrdec.army.mil/safe>
(See attached AMRDEC SAFE Guide, **Do Not** send encrypted emails via AMRDEC)

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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