

# 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

<b>ANNOUNCEMENT NUMBER:</b> AF15-508	<b>OPEN DATE:</b> 29 Dec 2014	<b>CLOSING DATE:</b> 30 Jan 2015
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**UNIT/LOCATION:**

**142D FIGHTER WING  
PORTLAND, OREGON**

**POSITION:**

**DEPUTY PROGRAM SECURITY MANAGER  
(AKA; WEAPONS NCO – SECURITY FORCES MANAGER)**

(Applicants must have a current Secret Clearance and ability to obtain TS/SCI Clearance if selected)  
(Vacancy and grade contingent on resource availability)

**PD #:** D21620    **MAX MILITARY RANK AT TIME OF HIRE:** TSGT / E-6  
**GRADE/SERIES:** GS-0080-09    **MIN MILITARY RANK AT TIME OF HIRE:** SSGT / E-5 (if Applicable)

**NOTES:**  
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS  
-PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE  
**UMD Position #:** 0976144    -PROJECTED START DATE: TBD

**POSITION AFSC: 1C371\*\***

**\*\* Position AFSC can be 3P071, 1C371 or 1N071\*\***

**Applicant must possess 5 Skill-Level in any AFSC to qualify**

**This is a cross-training opportunity**

**MINIMUM ASVAB SCORE REQUIRED:** Gen = 33, 49, 57 (respectively)

*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

**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:**

SHOP/SECTION POC: MSGT MATTHEW KOCHOSKY, 503-335-5107, DSN-638-5107

UNIT HR LIAISON: MSGT 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

Supports, staffs, and manages the MSIP information security program, personnel security program, physical security program, and provides contractor and information systems support.

- The work involves resolving a variety of security issues, questions and situations such as investigating security breaches and recommending solutions to preclude a recurrence, recommending systems for protecting information in new facilities or missions, and advising managers, operating officials, and/or contractors of established security criteria, methods, techniques and procedures.
- Advises Program Manager of potential security pitfalls for upcoming deployments/TDYs and visiting units.
- When required, acts as security liaison for site survey teams.
- Deploys on all 123 FS deployments; sets up and manages the security footprint at off-station locations. Assist in developing security protocol with program managers for all off-station operations.
- Maintains TOP SECRET Control Accounts and strict accountability of all accountable material.
- Manages daily operation of security systems in classified facilities.
- Works directly with contractors to facilitate upgrades to classified areas and systems.
- Assist initial and annual training for 150+ personnel with classified system access.
- Ensure strict adherence to all applicable guidance and develop additional guidance as required.
- When required, establish and oversee a classified material control program.
- When required, conduct an annual inventory of accountable classified material.
- Establish and oversee a visitor control program.
- Monitor reproduction and/or duplication and destruction capability of classified information.
- Ensure adherence to special communications capabilities within the facility.
- Establish and oversee specialized procedures for transportation of classified material.
- Member's skills and abilities in efficiently performing the duties of this position will have a significant impact on the effectiveness of the 142FW in performing its war fighting mission in a timely and proficient manner.

### Additional Qualifications;

- A working knowledge of concepts, procedures, and practices with various program security disciplines (personnel, physical, information systems, industrial, OPSEC and COMSEC). Familiar understanding of a range of collateral, Advanced Programs (AP), and SCI security principles, concepts and methodologies to review independently analyze and resolve security problems.
- Ability to develop guidance for applying security policy, procedures, techniques, and methods to a variety of work situations to enforce security controls. Have an understanding of security program relationships and a working knowledge of information, personnel, physical, computer, and industrial security to effectively manage the Multi-Stage Improvement Program (MSIP) Security program and/or coordination with other specialized security programs.
- Familiar with methods of performing such duties as conducting reviews, collecting and analyzing information, and skill in weighing the impact of variables; such as critical personnel qualifications, variations in building construction characteristics, access and entry restrictions, equipment availability, and other issues that influence the course of actions taken in performing day-to-day operations.
- Working knowledge of security administrative procedures associated with classified material up to and including TOP SECRET/SAR/SCI.
- Knowledge of security classification methods, concepts, and eligibility for access to classified or sensitive information.
- Ability to review plans for proposed or new projects, organizations and/or missions to assure the presence of adequate planning for information security and other controls.
- Member must hold a current/adjudicated SECRET security clearance with a security investigation closeout date not older than five years.
- Member is required to obtain and maintain a TOP SECRET Clearance with SCI eligibility.
- 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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- 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, 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

**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**
  - 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](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, <https://www.my.af.mil/>)
- AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)

### ***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-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**

- AGR Service in the Oregon 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>)

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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 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](mailto: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)**

**Do not send encrypted emails to the email address listed above**

*Secure File Upload* may be done at **AMRDEC SAFE:** <https://safe.amrdec.army.mil/safe>  
(Reference the AMRDEC SAFE Guide online, **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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