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:
NORMAN.A.OLSON.MIL@MAIL.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: AF15-528a (extended)	***OPEN DATE:*** 17 Mar 2015	***CLOSING DATE:*** 17 Apr 2015

UNIT/LOCATION:

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

POSITION:

CYBER TRANSPORT SYSTEMS

(Vacancy and grade contingent on resource availability)

PD #: D21810

GRADE/SERIES:
GS-2210-11

UMD Position #:
0960205

MAX MILITARY RANK AT TIME OF HIRE: **TSGT / E-6**
MIN MILITARY RANK AT TIME OF HIRE: (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
-PROJECTED START DATE: ***TBD***

POSITION AFSC: **3D172****

****Applicant must possess 5 Skill-Level in ANY AFSC's to qualify****

This is a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Elec = 70 / 60*
(*Minimum MAGE or Alternate Minimum MAGE w/ Cyber Test 3D1x2 E:70 or E:60 and Cyber-Test 60)

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

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

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:
SHOP/SECTION POC: MSGT CALEB GETTMAN, 541-885-6222, DSN-830-6222
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. The purpose of this position is to serve as a base systems administrator to monitor the Local and Wide Area Network (LAN/WAN), including the planning, analysis, acquisition, design, development, implementation, quality assurance, configuration, installation, integration, maintenance testing, operational integrity, and/or management of networked systems for the transmission of information in voice, data, and/or video formats.

DUTIES AND RESPONSIBILITIES:

(1) Administers the base Local Area Network (LAN). Implements new network operating systems hardware and software and develops base wide network operating procedures. Analyzes LAN utilization statistics through data collection and performance measures to ensure the smooth, reliable, and robust operation of LANs to include classified and unclassified networks. Coordinates LAN installation, maintenance, troubleshooting, and reviews, evaluates, and fine-tunes components such as virtual servers, hubs, switches, and routers to achieve peak efficiency within the overall network connectivity. Assists in the development, configuration, installation, and maintenance of network systems to include the LAN/WAN. Installs, configures, and troubleshoots network and application server hardware, network operating system software, and peripheral network equipment such as routers, bridges, cabling system, network interface cards, modems, multiplexers, and concentrators. Develops and maintains base wide procedures for networks, system operations, backups, and product assembly and installation. Maintains an inventory of all network hardware and software. Implements network operating system and/or network application software, and maintain contact with software suppliers to ensure that current releases of software products are in use. Conducts testing of network systems to ensure current network software products are compatible with system configurations and to ensure operability, efficiency, and compliance with existing standards. Monitors operation of the LAN/WAN and ensures hardware and network operating software are functioning properly and that operation standards are met. Function tests systems components to identify and resolve technical problems, analyze system malfunctions, implement necessary corrective actions, and provide ongoing support for the resolution of complex problems and operating malfunctions. Performs system backups to ensure expedient restoration of the database for the respective network equipment. Assists customers on the use of office automation computers, local and wide area networks, and other automated tools. Ensures backups of network equipment configuration data are current. Resolves LAN related problems for the base. Recommends and prepares operating policies and procedures for networks, system operations, and product assembly and installation. Provides customer assistance and training for new network systems.

(2) Conducts problem analysis to identify trends, ineffective practices or procedures, and equipment shortcomings. Identifies and documents network requirements for specific needs of customers. Determines if the facility environment can provide for network system requirements, and if infrastructure is in place to support the system. Conducts in-depth analyses of network usage, user complaints, traffic interruptions, hardware and software capabilities, and other relevant factors. Changes the components of existing equipment for efficient operation or recommends major modifications to existing systems. Recommends methods and procedures and coordinates corrective action to optimize utilization of present equipment. Uses benchmarks, performance measurement, and evaluation data, in conjunction with modeling and simulation techniques in planning for increased capacity and to support additional workloads. Identifies potential performance or capacity problems and plans for changes to avert problems. Works with technical support personnel in resolving problems. When required, participates with design team on new initiatives, contributing technical expertise on existing LANs. Ensures upgrades to the base infrastructure are identified and submits requests for equipment and funds. Cooperates and works with base communication agencies in planning and developing new or additional network infrastructure capabilities. Provides cost analyses for new and upgraded network infrastructure capabilities.

(3) Plans for current and future technology integration and works issues for compatibility and standardization based on current and projected customer needs. Analyzes LAN utilization statistics, performance measures, and system profiles to ensure network robustness in serving the business needs of the installation. Forecasts future needs and prepares recommendations, justifications, and specifications for LAN equipment. Determines when improvements in networking capability are needed and makes detailed technical recommendations to the senior system specialist. Develops test procedures and participates in progress reviews with operating officials, system programmers, computer users, and others to determine the reliability and productivity, ascertain user friendliness, applicability to the work environment, and compatibility of system hardware and software with existing networks.

(4) Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996 in order to ensure the rigorous application of information security and assurance policies in the delivery of network services. Serves as a network security administrator for a large number of users on the installation. Ensures the optimum performance of the base firewall. Implements directed technical solutions provided by the Information Assurance Specialist required to bring the network into compliance with current network and/or operating system security measures. Sets up and maintains account restrictions and user rights. Establishes password controls and procedures. Maintains user access controls (physical, personnel, software, and information security) using applicable security policies and regulations. Assists IT security specialists with applicable security policies and regulations and conducts risk analyses and security tests and evaluations. Tracks network security patches and ensures

completion. Accomplishes risk analyses, accreditation, and certification packages. Develops reports and submits to appropriate activities as required.

(5) Adheres to management control plan requirements by conducting self-inspection and staff assistance visits. Resolves identified discrepancies.

(6) 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.
- 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
- ❑ 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)
- ❑ DD Form 369, Police Record Check (attached), (Leave block 10 blank)

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)

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- 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

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)
- 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 QUESTIONAIRE 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: norman.a.olson.mil@mail.mil (preferred method)

Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(example: AF15-5xx – Doe)
Encrypted emails may be sent to the email address listed above

Secure File Upload may be done at **AMRDEC SAFE**: https://safe.amrdec.army.mil/safe
(Reference 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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