

# 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:  
[usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto:usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.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> AF16-502	<b>OPEN DATE:</b> 1 Oct 2015	<b>CLOSING DATE:</b> 30 Oct 2015
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**UNIT/LOCATION:**

**125<sup>TH</sup> SPECIAL TACTICS SQUADRON,  
PORTLAND, OREGON**

**POSITION:**

**CHIEF ENLISTED MANAGER / COMBAT CONTROLLER**  
(This position will be for a period of three (3) years)  
**(AGR Resource Only)**

PD #: N/A      **MAX MILITARY RANK AT TIME OF HIRE: CMSGT / E-9**  
**MIN MILITARY RANK AT TIME OF HIRE: SMSGT / E-8** (Promotable per AFI 36-2502)  
GRADE/SERIES: AGR Only  
**NOTES:**  
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS  
UMD Position #: 0950771      -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: J1C200\*\***

**\*\*Applicant must possess 9 Skill-Level in J1C2xx, 1C4x1 or 1T2x1 AFSC to qualify\*\***

**This is not a cross-training opportunity**  
**Position AFSC will be changed to match selected applicant's AFSC**

**MINIMUM ASVAB SCORE REQUIRED: Gen = 55 and Mech = 55**

*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: MAJ TAREK AWADA, 503-335-4111, DSN-638-4111  
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

This position is located in the 125<sup>th</sup> Special Tactics Squadron (STS), 142d Fighter Wing, Portland Oregon with responsibility for multiple functions in support of tactical air traffic control (ATC) operations. A key advisor to the squadron commander on matters concerning the Special Tactics career field along with the Airmen and families of the 125<sup>th</sup> Special Tactics Squadron. Duty responsibilities include such areas as conduct reconnaissance and surveillance of potential assault zones and target areas. Plans, organizes, supervises, and establishes air traffic control in the target area. Identifies, assesses, and marks assault zones with visual and electronic navigation aids for day and night air-land and airdrop operations. Conducts fire support operations. Deploys into forward areas and forward operating locations by land, sea, or air to participate in full spectrum of military operations. Performs other related duties as required or directed by the commander.

### Specialty Summary:

- Provides command, control, communications, intelligence, surveillance and reconnaissance (C3ISR) to assist, control and enable the application of manned and unmanned, lethal and non-lethal airpower in all geographic and environmental conditions across the full spectrum of military operations.
- Includes terminal control (air traffic control [ATC]) and targeting, and control of air strikes (including close air support [CAS]) and use of visual and electronic aids to control airheads and enable precision navigation.
- Provides long-range voice and data command and control and communications.
- Performs tactical level surveillance and reconnaissance functions, fusing organic and remote controlled technologies and manned platforms to build the common operating picture (COP).

### Duties and Responsibilities:

- Plans, coordinates, and conducts reconnaissance and surveillance of potential assault zones, targets and areas of interest. Operates advanced technologies, including ground based sensors and unmanned aerial systems (UAS) to support reconnaissance and target identification. Surveys runways, assault zones (drop, landing, forward area refueling points [FARP]) and other areas critical to aviation and records data for inclusion in mission plans. Reports current battlefield information.
- Plans, organizes, supervises, and establishes ATC in the target area. Initiates, coordinates, and issues ATC clearances, holding instructions, and advisories to maintain aircraft separation and promote safe, orderly, and expeditious flow of traffic under visual and conventional approach control flight rules. Operates and monitors portable and mobile communications equipment and terminal and tactical navigational aids required to control and support air traffic in forward areas. Evaluates and relays status of airfields and assault zones to inbound aircraft and higher headquarters. Provides limited weather observations, including surface and altitude wind data, temperature, and cloud heights. Prepares and issues advisories to pilots, ATC and other agencies concerning weather, notice-to-airmen information, air traffic flow control measures, and wake turbulence. Provides flight assistance and emergency service to air traffic. Records weather and ATC data. Controls vehicular traffic on the airport movement area.
- Identifies, assesses, and marks assault zones with visual and electronic navigational aids for day and night air-land and airdrop operations. Coordinates clearances, instructions, advisories, and air traffic movement with forward and rear area commanders. Uses ground-to-air communications equipment in conjunction with visual and electronic systems to control and expedite the movement of en route, arriving, and departing air traffic. Directs actions to handle aircraft emergencies or mishaps. Coordinates casualty and patient evacuation between aviation and medical personnel. Provides airlift operations support that cannot be provided by combat communications groups or other agencies. Operates global positioning systems (GPS) equipment for targeting, navigation, and for the location, assessment and establishment of assault zones. Coordinates airfield ground support (crash/fire/rescue, sweep).
- Targets and controls fires. Plans, coordinates, and conducts fires to accomplish supported commander objectives. Includes CAS and supporting arms for surface elements and C3ISR in support of combined forces air component commander (CFACC) assets. Employs visual and electronic navigation and marking equipment to direct aviation assets to target. Issues weapons release clearance.
- Deploys into semi- and non-permissive forward areas and forward operating locations by land (mounted, special purpose vehicle or dismounted), sea (surface or subsurface naval vessel, small watercraft, self contained underwater breathing apparatus [SCUBA], or surface swim) or air (parachute, airmobile, air-land) to participate in the full spectrum of military operations to include air expeditionary force (AEF), force projection, direct action (DA), counterterrorism (CT), counter-proliferation (CP), foreign internal defense (FID), humanitarian assistance (HA), special reconnaissance (SR), personnel recovery (PR), noncombatant evacuation operations (NEO), integrated survey program (ISP), counter narcotic (CN), operational preparation of the environment (OPE), advanced force operations (AFO) and fire support operations. Uses demolitions to remove obstacles affecting safe air traffic flow in the target area. Maintains qualification on primary assigned weapons.

### Specialty Qualifications:

- Knowledge is mandatory of: ATC, reconnaissance and air power control principles and procedures; aircraft flight characteristics; encompassing tactical airlift and weapons delivery; air and surface firepower systems and effects; International Civil Aviation Organization (ICAO), Federal Aviation Administration (FAA), and military air regulations; map, aeronautical chart, and publication use; characteristics and use of tactical and ATC communications systems and equipment, air navigation aids, night vision equipment; GPS and other operational equipment; meteorology principles; deployment procedures; joint service operation; infiltration techniques; movement and route selection; alternate insertion and extraction (AIE) methods; parachute procedures and equipment; jump master training; small unit tactics; amphibious and SCUBA operations; small arms and crew served weaponry; and destructive demolition applications.

### Additional Requirements:

- Awarded a Community College of the Air Force Degree (CCAF). Members who do not already possess a CCAF must complete this degree within 18 months of being hired into this position
- Highly motivated and have exceptional leadership and managerial skills
- Knowledgeable in not only the Operations side of Special Tactics but the Support functions and requirements of Special Tactics
- Must not have, nor bear the appearance of personal, marital or family problems that detract from the member's ability to effectively serve as the squadron Chief Enlisted Manager
- Ability to speak distinctly
- Financially stable
- Ability to deploy or go TDY (CONUS/OCONUS)
- Must have the ability to attend the Air National Guard Chief's Executive Course (CEC) within a year of being hired

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- Must be available outside the normal duty hours / days for meetings, workshops, conferences, events, ceremonies and distinguished visitors arriving

## 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](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>)
- The Adjutant General is the final approving authority.

**READ THIS SECTION COMPLETELY!!**

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

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- AGR Service in the Oregon is governed by **applicable AFI, ANGI and Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)**
- 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:** [usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto:usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil) (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.**  
**(example: AF16-5xx – Doe)**

**Encrypted email may be sent to the 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 email 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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