

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

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**

ANNOUNCEMENT NUMBER: AF15-559	OPEN DATE: 14 Sep 2015	CLOSING DATE: 14 Oct 2015
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UNIT/LOCATION:

**142D FIGHTER WING,
142D FW, PORTLAND, OREGON**

POSITION:

COMMAND POST JOURNEYMAN
(Aerospace Control Alert (ACA) Mission Support)
(AGR Resourced Position Only)
(Assignments are contingent on resource availability)

PD #: N/A

MAX MILITARY RANK AT TIME OF HIRE: **SSGT / E-5**

GRADE/SERIES:
OO-0000-00

NOTES:

- PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS.

UMD Position #: -PROMOTION TO THE GRADES OF O-4, O-5, E-8, & E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.
0739155 / TBD -PROJECTED START DATE: **TBD**

POSITION AFSC: 1C351**

**** Applicant must possess a 3 Skill-Level in ANY AFSC to qualify ****

This is a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: ADMIN = 55 AND GENERAL = 67

*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

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

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: CMSGT DAVID FRY, 503-335-4421, DSN 638-4421

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

The purpose of this position is to provide the final link between NORAD/ADTAC and alert crews waiting authenticated launch orders. Maintains the Wing Command Post to be capable of immediate transition from normal to launch status during alert, exercise, and war situations. Maintains location and status for alert aircraft and crews. Controls movements of and maintains communications with alert aircrews. Implements plans and procedures in response to emergency orders, missile attack warnings, disasters, alert force scramble, recovery, mobilization, and aircraft emergencies. Directs launch of NORAD Alert Force. Prepares, receives, assembles, correlates, and transmits reports on weapons, airfield, SORTS, and training status. Responsible for security and entry control to the Wing Command Post (CP) and all communications equipment, intrusion alarm systems, and classified material therein. Coordinates and maintains liaison with a wide variety of military and civilian personnel and agencies. May be required to assist in the training of drill status augmentees in operation of the CP. Maintains the Flight Planning Facility during non-duty hours. Assists pilots in the preparation of flight plans and reviews for accuracy and completeness. Transmits approved flight plans. Coordinates aircraft ground movement with aircraft maintenance and the control tower to guard against aircraft theft or hijacking. Notifies various agencies on the base of any critical conditions. Coordinates requirements for transient aircraft and crews.

Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of CP operations. Initiates, receives, and takes action on alert messages. Flight-follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information to and from aircrews. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensures proper use and control of resources and classified material. Develops and evaluates CP processes. Performs self-inspections. Ensures operational readiness and adherence to standards. Recommends actions to correct CP procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

Prepares and submits operational, readiness, SORTS, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and readiness reports. Establishes procedures for operational, readiness and SORTS reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate.

Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Maintains proficiency in C2 systems and aircraft flight following and mission management systems such as Theater Battle Management Core Systems (TBMCS) and Global Decision Support System - 2 (GDSS2). Establishes manpower, communications, equipment, and facility requirements.

Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains CP personnel, information, operations, computer, emission, industrial and physical security programs.

Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

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 AFECDA/AFOCD

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

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 Director of Staff - Air
- 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>)
- The Adjutant General is the final approving authority.

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- 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

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E-MAIL APPLICATIONS TO: 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: AF15-5xx – 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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