

Oregon Air National Guard



OREGON MILITARY DEPARTMENT
NGOR-AC/AGR
P. O. Box 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:
<http://www.142fw.ang.af.mil/Resources/Careers/>

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF21-555	OPEN DATE: 04 March 2021	CLOSING DATE: 18 April 2021
UNIT/LOCATION: 116TH AIR CONTROL SQUADRON 116TH AIR CONTROL SQUADRON, WARRENTON, OREGON		
POSITION: AIR CONTROL SQUADRON COMMANDER (Vacancy and grade contingent on resource availability)		
POSITION GRADE: LT COL		
PD #: NGD2355000	MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: Lt Col* MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: Lt Col	
GRADE/SERIES: GS-2101-13	NOTES: -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS	
UMD Position #: 0146256 1C	* PROMOTIONS TO THE GRADE OF LT COL ARE CONTINGENT UPON THE AVAILABILITY OF A CONTROLLED GRADE - PROJECTED START DATE: 01 JULY 2021	
POSITION AFSC: C13B3D** **This is not a cross-training-opportunity.		
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: SECTION/SHOP SUPERVISOR: COLONEL KOPP 503-335-4020 / DSN 638-4020 HR LIAISON: MSGT JESSICA CALDWELL, 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 the 116th Air Control Squadron (ACS), Camp Rilea, Oregon. The primary purpose of this position is to exercise second level supervisory and managerial authorities over the diverse and very complex Theater Air Control System (TACS). Ensures that the squadron meets all wartime combat readiness standards, and provides guidance and direction to the squadron through planning, coordinating, and directing a variety of functions which include weapons control, airspace surveillance, electronic warfare, and data link management functions, operations and maintenance support for assigned computer, communications, data, and sensor systems, Information Assurance, Quality Assurance, Materiel Control, Maintenance Control, vehicle and powered support equipment maintenance, human resources development and management, information resource management, and logistics plans and programs. The position is responsible for environmental, safety and physical security programs.

MAJOR DUTIES:

1. Plans, organizes, and oversees the activities of the Air Control Squadron. Develops goals and objectives that integrate organization and air battle mission objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the staff, as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term priorities, and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balances workload and provides overall direction and vision to the subordinate unit chiefs on a wide range of mission and administrative issues. Establishes metric and analysis systems for units managed to assess efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources submitted by subordinate supervisors, and balances organization needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Plans and schedules work in such a manner that promotes a smooth flow and even distribution and ensures effective use of organization resources to achieve organization goals and objectives as well as installation customer needs. Establishes review systems for the organization that make certain government needs are met and validated, and that economy and quality of operations are maintained or improved. Accepts, amends, or rejects work of subordinate supervisors. Reviews work and management techniques of subordinate supervisors and is held accountable for actions taken and advice provided by staff of subordinate units. Makes decisions on work problems presented by subordinate supervisors. Directs self-assessment activities of subordinate supervisors. Reviews training recommended by subordinate supervisors to assure it is proper and promotes effective operation of the organization as a whole.
2. Exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate supervisors. Advises staff regarding policies, procedures, and directives of higher level management or headquarters. Selects candidates for subordinate non-supervisory positions and recommends selections for subordinate supervisory positions taking into consideration skills and qualifications, and mission requirements. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors and employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised and serves as reviewing official on evaluation of non-supervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees. Initiates action to correct performance or conduct problems of employees directly supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinate supervisors and non-supervisory employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave for subordinate supervisors and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly as well as those by subordinate supervisors promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Explains classification determinations to subordinate employees. Provides a work environment that is free from all forms of discrimination, harassment, and retaliation. Supports the agency's EEO program through allocation of personnel to participate in community outreach and recruitment programs, ensures full cooperation of employees with EEO office officials. Addresses subordinates concerns, whether perceived or real, and follows up with appropriate action to correct or eliminate tension in the workplace. Ensures that subordinate supervisors have effective interpersonal, communication, and managerial skills to supervise in a workplace with diverse employees.

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

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

3. Responsible for development, accuracy, and currency; or makes major recommendations for updates of the Base Land Use and Facilities Master Plan. Responsible for the Environmental Protection Program. Ensures all applicable environmental laws and rules are complied with. Coordinates with appropriate agencies for required permits. Coordinates environmental compliance assessment visits with NGB. Oversees the development and implementation of a variety of federal, state and local programs to ensure mission effectiveness including the hazard abatement program, fraud waste and abuse program, health and fitness program, community relations program, public affairs program and a disaster response program. Plans and executes emergency response actions as directed by the state Governor.

4. Coordinates with NGB, Major Commands, and other operating agencies to determine if existing operational capabilities are compatible with Air Force Joint Operational and National Agency requirements. Maintains liaison with national, state and local governmental agencies such as law enforcement, disaster relief, airport management and others on matters of operational and environmental safety, protection of resources and other issues of possible unit impact. Incumbent is responsible to the FAA or other agencies for the daily control and operation of the military operating area, per letters of agreement and FAA regulation and coordinates with the FAA or other agencies to assist in the development or change of utilized Military Operating Areas. Coordinates with senior level personnel at US Embassies, coalition forces, Unified Commands, and all branches of the US military concerning operational and training policy, exercise and contingency planning and participation, funding and logistics support, and personnel and equipment adjustments necessary to meet changing mission requirements.

5. Negotiates and approves host tenant agreements, memorandums of understanding, joint use and inter-service agreements, and leases with military and civil agencies. Ensures that proper and adequate security is maintained for the safeguarding of property, tactical communications-electronics equipment, radar and other sensor equipment, weapons and ammunition, resources, and people. Develops a Resource Protection Plan that identifies high value/risk assets, evaluates potential threats and sets levels of protection. Ensures classified documents and equipment are accounted for, controlled, stored and safeguarded. For those squadrons that are geographically separated units, ensures the implementation of a functional squadron information systems plan to provide for equipment data security, communications, data processing, and computer services.

6. Maintains currency in mission crewmember status in order to maintain Air Battle Management rating.

7. Performs other duties as assigned.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve 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 hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFOCD

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Regular Scheduled Drill (RSD).
- AGR tour lengths in the State of Oregon are governed by Director of Staff - Air
- Initial AGR tours in Oregon will not exceed 3 years; follow-on tours will be from 1 to 6 years, per ANGI 36-101 and ORANG force management policy
- 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 this background 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

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

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

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, **Form Version Dated 11 November 2013**
 - Announcement number and position title must be annotated on the form
 - Download the current form version from;
<https://www.ngbpmmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
 - Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
 - RIP can be obtained from the virtual MPF (vMPF)
 - Select 'Record Review', and then 'Print/View All Pages'
- ❑ Copy of current passing Fitness Tracker report from AFFMS II (from AF Portal, <https://www.my.af.mil/>)
- ❑ - Last three Performance Reviews
- ❑ - Résumé

ORANG - Air Technicians interested in converting to AGR status:

- Selection for the advertised position does not constitute acceptance into the AGR program.
- **Indicate in your email your intent to convert to an AGR, if selected.**
- 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://www.142fw.ang.af.mil/Resources/Fact-Sheets/Display/Article/438152/air-national-guard-job-opportunities/>
- The Adjutant General is the final approving authority.

ORANG - Air Technicians wishing to remain in Air Technician status:

If you are a Technician applying to this PVA and choose to remain a Technician, you will need to submit the same above application documents **AND a Résumé** to the AGR mailbox.

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- AGR Service in the Oregon Air National Guard is governed by applicable AFI, ANGI, 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 **DIGITALLY SIGN**
- 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 & 17)
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **All documents must be consolidated into a single PDF, in the order listed above, with the announcement number and last name as the file name (example: AF21-5XX - Doe). Do NOT use the portfolio feature. Documents that cannot be combined due to digital signatures should be attached separately following the same naming convention ("AF21-5XX – Doe – 1")**
- Limit file size to less than 5MB
- 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 the announcement closing date

Email applications to 142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil (preferred method). **Place the Announcement Number and Last Name ONLY** in the E-Mail Subject Line. (example: AF21-5XX Doe) Encrypted email may be sent to this address.

Applications can also be mailed to:

The Oregon Military Department
NGOR-AC / AGR - Air
P.O. Box 14350; 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

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

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