

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: AF21-639 **OPEN DATE:** 25 October 2021 **CLOSING DATE:** 24 November 2021

UNIT/LOCATION:

**173D OPERATIONS SUPPORT SQUADRON
173RD FIGHTER WING, KLAMATH FALLS, OREGON**

POSITION:

AIRFIELD MANAGEMENT/FLIGHT SERVICES SPECIALIST

Fenced AGR Resource

(Vacancy and grade contingent on resource availability)

POSITION GRADE: TSGT

PD #: D1458 *MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: TSGT**
MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: A1C

GRADE/SERIES:
GS-2101-09

NOTES:

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

UMD Position #: 09562300J *- PROJECTED START DATE: 01 JANUARY 2022*

POSITION AFSC: 1C771**

****This is 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: SMSGT MELISSA MONSON 541-885-6216 / DSN 830-6216

HR LIAISON: SMSGT SHANE RABBIOSI/MRS. 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

Provides preflight briefings to military and civilian aircrews, including those of foreign governments and civilian contractors on CONUS/International Civil Aviation Organization (ICAO) flight plans. Furnishes pilots with full range of necessary information pertinent to planning and completing their intended flight safely and assists them in making preflight decisions and calculations when required. Reviews and evaluates proposed flight plans for technical accuracy and compliance with USAF, FAA, DOD and ICAO directives. Ensures flight plan information is in proper format prior to processing plans into the FAA flight planning Aeronautical Information System (AIS).

Performs quality control on proposed flight plans with aircrews and provides special briefings to pilots of civilian and non-DOD government aircraft on flight planning procedures. Briefs aircrews on air traffic control, noise abatement, and Bird Aircraft Strike Hazard (BASH) procedures to include special departure procedures, radar departures, communications requirements, and airfield conditions and restrictions. Ensures aircrews are briefed on Foreign Clearance Guide requirements for OCONUS flight operations.

Briefs pilots on alternate airfields' facilities, status and limitations of navigational aids, restricted areas, radio frequency changes, call letters, airfield obstructions, and other information necessary to accomplish the flight safely. Recommends revision and/or changes to flight plans as appropriate. Provides taxi, run-up, and takeoff information. Obtains and coordinates Pilot Report (PIREP) information to appropriate agencies related to mission profiles. Briefs Notices to Airmen (NOTAMS) as required prior to all flights.

Provides flight following as required on all flight plans. Initiates special actions and /or precautions when VIPs, hazardous cargo, and air evacuation flights are involved. Maintains, issues, and destroys classified and COMSEC material for unit and transient aircraft.

Through the use of air-to-ground communications, communicates with pilots in flight with information regarding flight plans; clearances; advisories on local, enroute, and destination airfield conditions; messages; and other data effecting safety of flight. Coordinates with Federal Aviation Administration (FAA), Air Route Traffic Control Center (ARTCC), Radar Approach Control (RAPCON) and control Tower on all flight plan changes. Provides special flight following services based on weather elements, airfield conditions, and aircraft characteristics. Sends and receives notifications of inbound and outbound air traffic including emergencies with FAA and local authorities.

Schedules and coordinates use of military special use airspace/facilities including air refueling areas, military operating areas, and landing and drop zones. Determines appropriate action in implementing emergency, Quick Reaction Checklist (QRCs), and operations plans. Activates secondary crash phone network for aircraft accidents, and in-flight and ground emergencies. Evaluates seriousness of incidents and notifies proper agencies. Initiates communications search for overdue and unreported military aircraft, and upon confirmation, implements search and rescue procedures. Conducts anti-hijacking procedures during passenger processing activities. Coordinates response activities with air traffic control and crash and rescue agencies and supports local authorities. Operates FAA flight planning communications equipment for input of flight plans, receiving arrival/departure messages, making queries concerning overdue aircraft and notifying the appropriate authorities. Monitors primary crash phone system, and activates and transmits emergency information on secondary crash circuits as required.

Is subject to Air Traffic Systems Evaluations IAW applicable Air Force, MAJCOM, and NGB directives. This includes individual testing, performance certification, and program management assessment. Inspections and tests are conducted by the Flight Standards Branch (the same unit that inspects the Control Tower).

Inspects or ensures the inspection of ANG tarmac parking and Federal taxi ways daily (or more often as required) for such flying safety hazards as: foreign object debris, violations of lateral clearance criteria, and hazards to landing, take-off, taxiing or parking areas. These inspections focus on condition of taxiways, aprons, and ramps, and the operational status of airfield lighting systems and arresting systems. Monitors repairs and construction projects for ANG property as they affect operations of the airdrome. Initiates and cancels NOTAMs on airfield facilities/conditions. Maintains current NOTAM file IAW governing directives and other required flight information and aeronautical publications. Measures aircraft braking action on runway and taxiways and prepares information for entry on the weather sequence. Coordinates local drop zone activities with base flying units and Air Traffic Control agencies. Processes reports of adverse public reactions in accordance with applicable directives. Disseminates severe weather warnings to base activities.

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.

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- 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 AFEC/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
- **In order to cross-train into this AFSC, you must meet the minimum requirements for this AFSC as listed in the Air Force Enlisted Classification Directory. If your ASVAB scores do not meet the minimum required IAW AFEC Attachment 4, contact your servicing MPF. You have the option to retake the test, however, 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 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

<p><i>Current AGR members and those who wish to become an AGR must submit the following:</i></p> <ul style="list-style-type: none"> ❑ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013 <ul style="list-style-type: none"> ○ Announcement number and position title must be annotated on the form ○ Download the current form version from; https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833 ❑ Current Report of Individual Personnel (RIP), <i>Documents must show your ASVAB scores.</i> <ul style="list-style-type: none"> ○ 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 the myFSS application: https://myfss.us.af.mil/USAFCommunity/s/ ❑ IF you are wishing to Cross-Train, an AF Form 422 within 5 years, validated within 12 months, is required
<p style="text-align: center;"><i>ORANG - Air Technicians interested in converting to AGR status:</i></p> <ul style="list-style-type: none"> ➤ 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.
<p style="text-align: center;"><i>ORANG - Air Technicians wishing to remain in Air Technician status:</i></p> <p>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.</p>
<p style="text-align: center;"><i>READ THIS SECTION COMPLETELY!!</i> <i>IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION</i></p> <ul style="list-style-type: none"> ➤ 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, <u>SIGN AND DATE</u> the application, or <u>DIGITALLY SIGN</u>

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- 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: AF21-639 - 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 ("AF21-639 – 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: AF21-639 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*

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