



OREGON AIR NATIONAL GUARD



Oregon Military Department
NGOR-AC/AGR
P.O. Box 14350
Salem, Oregon 97309-5047

STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 25-512

POSITION INFORMATION

Open Date:	18-Dec-2024
Close Date:	18-Jan-2025
Position Title:	Public Affairs Superintendent
Unit:	173d Fighter Wing
Location:	Kingsley Field, Klamath Falls, OR
DAFSC	3N090
Minimum Required Skill Level	5
UMD Position Number *	00884576
Maximum Rank/Grade**	SMSgt
Minimum Rank/Grade:	MSgt
Projected Start Date:	1-March-2025
Cross-Training Opportunity:	YES - See Entry Requirements on Page 4
Additional Requirements:	

WHO MAY APPLY FOR THIS POSITION:

This Announcement Is Open to All Current Members of The Oregon Air National Guard

AREAS OF CONSIDERATION:

Area 1: Current Permanent Full-Time and Traditional Members of The Oregon Air National Guard

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

Section/ Shop Supervisor: Lt Col Jackson 541-885-6629

HR Liaison: Meghan McMackin, 541-880-2440/MSgt Melissa Wohlers, 541-885-6580

**Vacancy And Grade Contingent on Resource Availability*

***Promotion To the Highest Grade May Not Be Supported by The Units Manning Authorizations*

ELIGIBILITY AND ENTRY REQUIREMENTS INTO THE AGR PROGRAM

- Member Must Meet All Eligibility Criteria in ANGI 36-101, The Active Guard/Reserve Program.
- 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 DAFMAN 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 DAFMAN 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 AFECDA/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.
- AGR Service in The Oregon Air National Guard Is Governed by Applicable AFI, ANGI, Selective Retention Review Boards (SRRB) And Command Policy Memorandums (CPM)

APPLICATION REQUIREMENTS AND INSTRUCTIONS

You **MUST** submit **ALL** required documents **IAW** this announcement. Written explanation is required for any missing documents. All applicants are strongly encouraged to thoroughly review all application procedures prior to contacting ORANG/HR and especially prior to submitting your application. Applications will not be accepted after the close date listed on this announcement.

SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION:

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 Nov 2013**
 - NGB FORM 34-1: <https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
 - Application must be completely filled out
 - Type or Print in Legible Dark Ink, Sign, and Date the application OR Digitally Sign
- **Current Report of Individual Personnel (RIP)**
 - RIP must show ASVAB Scores
 - Skill level commensurate with grade
- **Fitness Report**
 - Current, Passing score at time of submission and through announcement close date
 - Form 469 is required for exemptions on most recent fitness assessment even if expired
- **Official AF Form 422 current within 12 months only if Cross-Training Opportunity is applicable**
- **Other Required Documents:**

APPLICATION SUBMISSION INSTRUCTIONS

- **Email applications to:** 142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil
- **E-Mail Subject Line should be the Announcement Number and Last Name ONLY** (Example: AF24-XXX - Doe)
- All documents should be consolidated into a SINGLE PDF, in the order listed above
 - File Name will be: Announcement number and Last Name (Example: AF24-999 – Doe)
 - Documents not combined will be attached and labeled with the same naming convention (AF24-999 – Doe – 1)
 - Do not use the Portfolio feature
- Limit file size to less than 5MB

[CLICK HERE FOR OREGON AIR NATIONAL GUARD VACANCY POSITIONS \(OMD\)](#)

[CLICK HERE FOR TECHNICIAN VACANCY ANNOUNCEMENTS \(USA JOBS\)](#)

Technician Vacancy Announcement Number

N/A

DESCRIPTION OF DUTIES

MAJOR DUTIES

1. Plans and executes the commander's command information activities serving the installation, including host and tenant units, Department of the Air Force retirees, and families. Advises the PA superintendent and wing leadership of command issues affecting members of the base community. Prepares internal and external public affairs products for distribution through social media, DVIDS, wing website, and release to civilian media, as applicable. Researches, drafts, coordinates, produces, and reviews PA products such as talking points, fact sheets, news and feature articles, web-based content, briefings, speeches and scripts, newsletters, photographs, videos, and other materials to link Team Kingsley professionals and their leaders. Provides advice on the content, propriety, timing, and relative importance of information for internal release through available means. Plans for and manages visual documentation requirements and directs the centralized collection, management, accession, and distribution of imagery for planning, operational, documentation, PA, and historical use. Manages studio operations
2. Responds to requests for information, materials, and support; and, plans and conducts community engagement activities with community officials and groups. Maintains an active web/social media presence; provides visual information services for documentation and/or publicity purposes; and, plans and arranges news media coverage. For approved events, coordinates support of requests from community and community groups, schools, news media organizations, and others to include requests for interviews, speakers, tours, bands, honor guards, and aviation support and support of local observances and celebrations. Makes positive suggestions to the supervisor for changes in approach and adoption of new techniques.
3. Performs work for the production/management/maintenance of electronic and web-based information products. Writes draft and final versions of news releases, feature articles, speeches, fact sheets, and brochures for internal and external audiences. Updates unit mission briefings and develops additional informational briefings as needed. Confers with program specialists, action officers, and other subject matter experts to obtain the latest and most accurate information and imagery approved for public releases. Prepares requests for photographer or graphic support; takes photographs; and, selects and edits photographs and electronic images to accompany articles and media releases. Provides historical documentation support. Provides photographic and video support for alert mission to include mishaps. Assists in the overall design of unit's web "home-page".
- 4 Organizes, coordinates, publicizes and conducts periodic events with local organizations such as, community councils, local governments, Chamber of Commerce, and, state and national legislative offices. Assists with organizing and conducting larger events such as, Civic Leader Tours, Base Open-House activities, and Armed Forces Days, which are designed to promote positive relations between the base and surrounding communities. Accomplishes administrative support work such as, preparing correspondence, press kits and handouts, arranging for passes, and compiling data.

Responds to and processes requests from community organizations and individuals for military support and/or participation in various events such as, orientation flights, PA travel on military aircraft, flyovers, parades, fairs, and conventions. Assists in evaluating the events' primary purpose, potential risk factors, and benefits to the ANG. Recommends speakers and assists in training unit members for speaking engagements. Provides speech materials, topics, and objectives used by wing personnel. Organizes, coordinates and conducts wing tours for civic groups, media representatives, students and distinguished visitors. Ensures tour itineraries focus on improving ANG image and furthering base community relations and involvement activities. Prepares and monitors materials for the commander's civil leader/distinguished visitor program. Briefs visitors on the ANG and Wing's mission, impacts and contributions to DoD, the Air Force, and the community.

5. Responds, in a timely manner, to media queries concerning special events, mobilizations, exercises, aircraft incidents, or accidents. Clears responses with appropriate authority before releasing information. Confers with subject matter experts to obtain latest and most accurate information for use in news releases on social media, radio, TV networks, newspapers or other public forums. Coordinates and responds to news media inquiries on the mission, capabilities, impacts, and contributions of the base. Provides media training on a just-in-time basis for wing personnel.

6. Performs other duties as assigned.

3.5.1. For entry, award, and retention AFSCs 3N090/00:

3.5.1.1. The absence of any speech impediment and; the ability to read aloud and speak clearly and distinctly.

3.5.1.2. Normal color vision is required for this AFSC as defined by AFI 48-123, Medical Examinations and Standards.

3.5.1.3. Specialty requires routine access to Tier 3 (T3) information, systems, or similar classified environments. For award and retention of AFSCs 3N090/3N000, National Agency Check, Local Agency Checks and Credit (NACLC) required IAW DoDM 5200.02, AFMAN 16 - 1405, Air Force Personnel Security Program, is mandatory.

3.5.1.4. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.

3.5.2. For award and retention of AFSCs 3N090/00, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

ASVAB Requirement - 72 General

PULHES - 222211