



# OREGON AIR NATIONAL GUARD



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

## INTERNAL ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: AF25-518**

### POSITION INFORMATION

<b>Open Date:</b>	31-Dec-2024
<b>Close Date:</b>	3-Feb-2025
<b>Position Title:</b>	SUPV IT SPEC
<b>Unit:</b>	173 Communications Squadron
<b>Location:</b>	Kingsley Field, Klamath Falls, Oregon
<b>DAFSC</b>	1D771Q
<b>Minimum Required Skill Level</b>	5
<b>UMD Position Number *</b>	011124228
<b>Maximum Rank/Grade**</b>	TSgt
<b>Minimum Rank/Grade:</b>	SSgt
<b>Projected Start Date:</b>	ASAP
<b>Cross-Training Opportunity:</b>	No
<b>Additional Requirements:</b>	

### WHO MAY APPLY FOR THIS POSITION:

This Announcement Is Open to:  
AGRs Internal to the Wing

### AREAS OF CONSIDERATION:

Internal PVA Only Open to Current AGRs

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

Section/ Shop Supervisor: CMSgt Ross Hawkins, 541-885-6409

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 AFECD/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)

## SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION:

**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.**

- **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**
- **Additional Required Documents:**

## APPLICATION SUBMISSION INSTRUCTIONS

- **Email applications to: [142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto: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

**Technician Vacancy Announcement Number**

AF-25-018

**DESCRIPTION OF DUTIES**

1. Plans work to be accomplished by subordinates, sets and adjusts short-term priorities, and prepares schedules for completion of work. Assigns work to subordinates based on priorities, selective consideration of the difficulty and requirements of assignments, and the capabilities of employees. Evaluates work performance of subordinates. Gives advice, counsel, or instruction to employees on both work and administrative matters. Interviews candidates for positions in the unit; recommends appointment, promotion, or reassignment to such positions. Hears and resolves complaints from employees, referring group grievances and more serious unresolved complaints to a higher level supervisor or manager. Effects minor disciplinary measures, such as warnings and reprimands, recommending other action in more serious cases. Identifies developmental and training needs of employees, providing or arranging for needed development and training. Finds ways to improve production or increase the quality of the work directed. Develops performance standards. (25%)
2. Provides technical expertise and management oversight, in the installation, administration, optimization, operation, and maintenance of multiple large and enhanced complex networks and communication systems. Maintains required information assurance certification IAW DoD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996, in order to ensure the rigorous application of information security/information assurance policies, principles, and practices in the delivery of all information technology services. Oversees installation, configuration, testing, migration, integration, operation and maintenance of IT and communications systems. Ensures appropriate allocation of resources and minimal service disruptions, and advises customer support specialists, by providing post-implementation support to end-users. Establishes project plans and priorities and coordinates with appropriate personnel to carry out the plans. Provides guidance to subordinates on the development of complex project plan tasks and timeliness. Provides detailed information regarding all technical aspects of equipment, software, and systems. Develops and applies project management techniques to the obtainment of new systems and enhancements to existing systems projects. Coordinates on decisions regarding strategic changes to IT capabilities. Reviews outstanding requirements, assesses and validates priorities, and provides solutions to customer problems. Oversees effort to set up, load, and configure hardware and software to operate networks as defined in the technical design plan. Coordinates installation, sustainment, and maintenance issues with IT and telecommunications specialists and maintenance personnel, and plans for post-implementation support to end-users. Monitors progress of assigned projects and ensures timelines are met. Oversees the test and implementation of vendor-supplied modifications to existing operating systems and the installation and relocation of equipment with organizations on or supported by the base IT function. Manages the preparation of plans and procedures and documentation for use by IT and telecommunications technicians and operations personnel and recommends revision of operating procedures as necessary. Assesses the security effectiveness of installed systems. (25%)

3. Develops and recommends technical solutions to mission and customer requirements. Defines broad objectives as to scope and priorities of projects and requirements in the section and guides subordinates in the achievement of those objectives. Determines time frames and schedules section personnel assignments to meet objectives. Initiates and leads transition meetings to facilitate customer acceptance of systems and operational aspects of the project. Identifies and addresses critical operational issues and certifies operational readiness of networks, equipment, components, software, and systems for organizations located on or serviced by the activity. Reviews proposals for change, analyzes data, and compares alternatives. Ensures that all hardware and software components are available for installation of new and upgraded IT and communications systems; and, where necessary, relocation of existing services and equipment. Monitors production activity and identifies actions to improve performance. Performs network and operational validation testing of hardware, software, and communication systems. Analyzes performance data and operating parameters to troubleshoot, correct and forecast problems. Ensures availability and use of quality assurance checklists to ensure equipment, systems, and software meet technical design specifications and are configured for optimal operation. Verifies parameters such as speed, bandwidth, capacity, traffic and protocol handling capability, ease of operation, and compatibility with related equipment. Ensures test results and test analyses are properly documented and reported Oversees the development and maintenance of test and/or training network operating environments and test data. (20%)

4. Manages Commissioning and Acceptance requirements for contractor delivered operating systems and services. Ensures quality control process is utilized for new and existing contracts. Ensures a review of technical specifications and requirements is accomplished for procurement requests submitted to the contracting office. Leads technical team efforts for contract proposal reviews and independently determines adequacy of vendor ability to perform requested service or delivery of requirements. Oversees, monitors and evaluates actual progress of work against approved schedules for contract support, identifies potential slippage, and recommends corrective action. Serves as a technical authority on the installation IT and communications systems administration, operation, and maintenance. Maintains state-of-the-art technical expertise. Researches new technology and methods to maintain state-of-the-art technical expertise. (20%)

5. Adheres to management control plan requirements by conducting self inspection and staff assistance visits. Resolves identified discrepancies. (10%)

6. Performs other duties as assigned.