**ANNOUNCEMENT NUMBER:** MVA 2015-094  
**OPEN PERIOD:** 24 March 2015 thru 2359 EST, 28 April 2015  
**HIRING DIRECTORATE:** NGB/A6  
**POSITION TITLE:** Spectrum Manager  
**AFSC REQUIREMENT:** 3D174, 3D072, 3D073, 3D171, 3D172, 3D173, 3D177, 1A371, 1C471, 1C571, 1C671, 1N271A, 1N671 (PAFSC, 2AFSC, 3AFSC, 4AFSC)  
**RANK/GRADE REQUIREMENT:** TSgt/E6 (Promotable) - MSgt/E7  
**POSITION INFORMATION:** Full Time, Title 10, Statutory Tour  
**TOUR LENGTH:** 2 - 4 Years  
**AGENCY:** National Guard Bureau  
**DUTY LOCATION:** Joint Base Andrews, MD  
**WHO MAY APPLY:** Qualified ANG members only
1. Requirements

Must hold Rank/Grade and AFSC requirement by this announcement closeout date.

Must have or be able to obtain a Top Secret Security Clearance.

(Note: All security clearances must be reflected on VMPF RIP. Date of Investigation must be within the past 10 years for Secret and with the last 5 years for Top Secret. If your security clearance is expired on your VMPF, please submit an MFR from your security manager indicating that the reinvestigation has been initiated. DO NOT Submit a JPAS print out.)

RETRAINING REQUIREMENTS:

If you do not currently hold the 3D1X4 AFSC, the following items are required to be submitted with the above items:

- Must provide a statement that he/she is willing to retrain into 3D1X4 including attending any required technical training.

- Must have ASVAB Electrical Score of 60.

- Must Provide an AF Form 422 reflecting a PULHES score of 3,3,3,2,3,3 or better and also a Strength Aptitude Code of H or better – must be less than 12 months old

2. Position Description

1) Major Command (MAJCOM) Spectrum Manager; reviews and coordinates frequency requests from field units for radio, radar, and other electromagnetic radiating or receiving equipment. Ensure requests are thorough and accurate, and systems are planned and engineered to use minimum power and proper antennas.

2) Engineers, nominate, and assign frequencies to support communications and operational requirements. Coordinates frequency needs with Federal, military, and civil spectrum management agencies. Secures operating authority, and ensures the least possible interference is caused or received by Air Force electromagnetic systems. Analyzes radio frequency spectrum requirements and determines compatibility with other users considering transmitter and receiver specifications, antenna data, emission characteristics, and modes of radio wave propagation. Examines radio link deficiencies and recommends corrective action to improve system performance. Recommends solutions to electromagnetic compatibility problems.

3) Performs as Joint Task Force (JTF) spectrum manager. Provides spectrum management guidance to units deploying radio frequency equipment to support contingency, exercise, or wartime requirements. Examines spectrum allocation data and frequency assignment records to ascertain suitability of specific equipment planned for deployment. Identifies and locates Radio Frequency interference sources. Analyzes and de-conflicts frequency assignments and databases to develop joint communications and electronics operating instructions.

4) Maintains a database of all MAJCOM unit frequency requirements. Tracks and tasks units to submit frequency reviews. Maintains frequency records and associated databases. Provides guidance on the spectrum certification process for electromagnetic radiating and receiving equipment planned for introduction into the Air Force inventory, and for modifications to existing equipment. Reviews plans and programming documents spectrum management actions. Plans for current and future electromagnetic spectrum needs.
5) Reviews spectrum interference reports and helps resolve electromagnetic interference problems. Analyzes RF spectrum requirements and determines compatibility with other users considering transmitter and receiver specifications, antenna data, emission characteristics, and modes of radio wave propagation. Examines radio link deficiencies and recommends corrective action to improve system performance. Reviews involved, unusual, and difficult spectrum engineering requirements. Recommends solutions to electromagnetic compatibility problems.

6) MAJCOM focal point for Electronic Combat (EC). Processes all Air National Guard (ANG) EC ground and airborne frequency requests through Air Force Spectrum Management Office (AFSMO) and other applicable agencies.

7) Trains field units on spectrum management and other related issues. Performs Staff Assistance Visits (SAVs) and site surveys as required/requested. Educates customers on optimal and proper use of the electromagnetic spectrum. Prepares frequency annexes for contingency and operations plans.

8) Reviews all Air Force Instructions (AFI) and Manuals (AFMAN) pertaining to spectrum management and makes recommendations and changes regarding ANG applicability.

9) Represents the ANG at spectrum conferences and seminars.

10) Monitors and assists in Site Action Task Force (SATAF) actions as assigned.

11) Manages the ANG Radio Spectrum Management Awards and Recognition program.

12) Performs other duties as assigned in support of the Directorate of Communications and Information (A6).

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3. **Application Reminders**

If you are currently assigned to a Special Duty Identifier (SDI) as outlined in the Air Force Enlisted Classification Directory (AFECED) it is your responsibility to submit an approved conditional release memorandum with your application from your Functional Area Manager (FAM) stating you have fulfilled all obligations and will be released if selected for the position you are applying for. Failure to submit conditional release before listed closeout will result in disqualification from this announcement.

Promotion Opportunity: If this Military Vacancy Announcement is a promotion opportunity and you are currently assigned to a Special Duty Identifier (SDI), you must meet the promotion requirements as outlined in ANGI 36-2502.

If you are currently assigned to a Reporting Identifiers (RI), it is your responsibility to submit an approved conditional release letter with your application from your Commander/Director.

Applicants who are in a higher grade than the grade for this advertisement must provide a statement of understanding with your application stating you are willing to be voluntarily demoted without prejudice if selected for this position, IAW ANGI 36-2503, Paragraph 3.8. If selected for this vacancy, voluntary demotion action must take place prior to being assessed to the Statutory Tour Program.

Pen/ink changes to any source document, i.e. Report on Individual Personnel (RIP), Evaluations could result in disapproval.
It is your responsibility to ensure your vMPF Personnel RIP is in order prior to application submittal. This includes but not limited to, verifying Duty History, AFSC, Service Dates and ensuring overdue TDY codes are cleared.

4. **About Statutory Tours**

This is a fully funded Permanent Change of Station (PCS). Visit DFAS website for most current Basic Allowance Housing (BAH) & Basic Allowance Substance (BAS) rates for the duty location listed on this announcement.

All Members assigned to the Statutory Tour program will remain affiliated their State/Territory while serving on Statutory Tour.

All field members to include AGR, Technicians & Drill Status Guardsmen must obtain State TAG approval with application submittal. Members currently assigned to the Statutory Tour program must obtain current Director approval.

Statutory Tour members may be eligible for the Post 9/11 GI Bill if they serve on active duty Title 10 and/or Title 32 502(f) AGR for 90 days or more, after 11 September 2001. Their eligibility percentage starts at 40% for 90 days to 5 months. It increases 10% every 6 months, maxing out at 100%.

Statutory Tour service time does not count toward Reduced Eligibility Age for Reserve Retirement Pay.

*Further information regarding the Statutory Tour Program can be found in ANGI 36-6.*

Application packages will be reviewed to ensure qualifications are met. Packages are reviewed within 4 duty days of receipt. You may visit [https://airguard.ang.af.mil/om/vacancy/](https://airguard.ang.af.mil/om/vacancy/) for a status update. Do not call for a status update within the four (4) duty day period.

**IMPORTANT NOTE:**

Based on the volume of applicants, packages received within 4 duty days of the closeout date listed on the announcement will be reviewed for qualification / disqualification only. Any missing requirements will result in disqualification. Submittals of any missing requirements after the closeout will NOT be accepted. We highly encourage you to submit packages as early as possible. If you have any questions pertaining to your package refer to Section 6, FAQs, on the application procedures. If your question is not answered by the FAQs contact our office for clarification. Review your application and the requirements thoroughly before submitting.

TO APPLY FOR THIS VANCANCY, SELECT THE LINK BELOW AND FOLLOW APPLICATION PROCEDURES