## Position Vacancy Announcement

**Announcement Number:** AF20-602  
**Open Date:** 19 August 2020  
**Closing Date:** 3 October 2020

**Unit/Location:**  
142D Wing  
142D Wing, Portland, Oregon

**Position:**  
Command Post Command & Control Operations  
Fenced AGR Resource  
(Vacancy and grade contingent on resource availability)

### Position Grade: SSgt

- **Max Military Rank at Time of Application and Hire:** SSgt  
- **Min Military Rank at Time of Application and Hire:** A1C

**PD #:** AGR Only  
**Grade/Series:** AGR Only  
**UMD Position #:** 0739155

**Position AFSC:** 1C351

- **This is not a cross-training-opportunity.**
- **Applicant must possess at least a 5-Level**

**Notes:**  
- Promotion to the highest grade may not be supported by the units Manning Authorizations  
- Promotion to the grades of O-4, O-5, O-6, E-8, E-9 are contingent on the availability of a control grade  
- Hiring at the Max Military Rank is contingent on controlled grade availability  
- Projected Start Date: TBD

**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 Stephanie Grass 503-335-4421 / DSN 638-4421  
HR Liaison: MSgt Jessica Caldwell, 503-335-4029, DSN 683-4029

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**Applications Must be Submitted in Accordance with Instructions on this Announcement.**  
****** Please Read This Announcement Completely *****
DESCRIPTION OF DUTIES

1. Performs C2 actions to support Homeland Security, National Defense, and Air Force operations. Provides C2 of worldwide nuclear and conventional forces supporting Emergency Plans, Operations Orders, and Operations Plans. Facilitates C2 in support of the Installation Emergency Management (EM) Program. Coordinates actions to ensure prompt response during EM operations including immediate mobilization of resources and participation of agencies and organizations. Receives, processes, and disseminates emergency action messages via voice and record copy systems. Encodes, decodes, and transmits and relays presidential decisions to execute and terminate nuclear and conventional force operations. Relays C2 instructions for diversion, recall, evacuation, recovery, and reconstitution of forces. Coordinates and executes search and rescue activities. Coordinates with other agencies and organizations during planning, executing, and evaluation phases of C2 operations. Initiates, receives, and takes action on alert messages. Flight follows and manages aerospace resources and monitors mission status to include aircraft, aircrew support, transportation, maintenance support, fleet services, and passenger and cargo support. Monitors aircraft movement and relays information to and from aircrews. Coordinates mission delays with installation and external agencies. Monitors status of launch and space assets. Monitors status and location of key personnel, such as group commanders and above, to facilitate immediate communications with higher headquarters when necessary. Ensures proper use and control of resources and classified material. Develops and evaluates C2 Operations processes. Performs self-assessments. Ensures operational readiness and adherence to standards. Recommends actions to correct C2 Operations procedural deficiencies. Maintains and disseminates local and worldwide current and forecasted weather to include watches, advisories and warnings to installation populace and aerospace resources. Ensures existing directives for executing and controlling assigned forces are understood and properly applied.

2. Prepares and submits operational, defense readiness, international treaty, and aerospace asset reports. Analyzes and disseminates information derived from operational and defense readiness reports. Establishes procedures for operational and defense readiness reporting to include developing procedures, maintaining databases, training personnel, and conducting staff assistance visits. Ensures reported data is current and accurate.

3. Operates and monitors voice, data, and alerting systems. Develops operating instructions directing CP and lateral agency C2 activities. Develops, maintains, and initiates quick reaction checklists supporting situations such as suspected or actual sabotage, nuclear incidents, natural disasters, aircraft accidents or incidents, evacuations, dispersal, and aerospace anomalies. Receives and disseminates time-critical information to and from the commander to internal and external agencies during daily operation, natural disasters and wartime and contingency operations to affect positive control of assigned forces and weapons systems. Coordinates actions to ensure prompt response during disaster operations (pre, trans, and post), including immediate activation and recall of all resources and participating agencies and organizations. Monitors actions to preserve life, minimize damage, and restore operations following natural disasters (trans and post), accidents, wartime attacks, and military operations other than war. Coordinates, directs, and monitors actions to allow continuation or restoration of vital functions and operations. Maintains operational status displays. Maintains proficiency in C2 systems and aircraft flight following and mission management systems such as, but not limited to, Unit Level/Command and Control (UL/UC2) Systems and Global Decision Support System (GDSS). Establishes manpower, communications, equipment, and facility requirements.

4. Maintains Communications Security (COMSEC) to include receiving, safeguarding, utilizing, inventorying, issuing and destroying COMSEC material. Maintains C2 Operations personnel, information, operations, computer, emission, industrial and physical security programs.

5. Performs administrative actions. Compiles and maintains entry authority list. Coordinates and provides input to installation support plans. Maintains directives and daily events log.

6. Other duties as assigned.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR 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 meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.
**** PLEASE READ THIS ANNOUNCEMENT COMPLETELY *****
Member must hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDAFOCD

**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 tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP.
- If your ASVAB score does not meet the minimum required IAW AFECDAFOCD Attachment 4, contact your servicing MPF. You have the option to retake the test.
  - You must schedule your test date and receive 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 the check.

**APPLICATION INSTRUCTIONS**

**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.**

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**WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS**

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:
- 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 physical fitness assessment. (from AF Portal, [https://www.my.af.mil/](https://www.my.af.mil/))

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.
- The Adjutant General is the final approving authority.

**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 Form Memorandums (CPM).
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions.
- 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).
- A current passing Fit Test will suffice for a "YES" response to question 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 with the announcement number and last name as the file name (example: AF20-5XX - Doe). **DO NOT use the portfolio feature.**
- Limit file size to less than 3MB (1MB or less is ideal).
- 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.

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

***** PLEASE READ THIS ANNOUNCEMENT COMPLETELY *****
Email applications to usaf.or.142-fw.mbx.jfhq-or-agr@mail.mil (preferred method). Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line. (example: AF20-5XX Doe) Encrypted email may be sent to this address.

Due to the email migration issues, please call 503-584-2229/2226 or DSN 355-2229/2226 to confirm your application has been received.

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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