



OREGON AIR NATIONAL GUARD



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

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF26-599

POSITION INFORMATION

Open Date:	30-Jun-2026
Close Date:	1-Aug-2026
Position Title:	Communications Focal Point Manager
Unit:	142nd Communications Squadron
Location:	Portland, OR
DAFSC	1D771
Minimum Required Skill Level	7
UMD Position Number *	0108815834
Maximum Rank/Grade**	MSgt
Minimum Rank/Grade:	SSgt <input type="button" value="v"/>
Projected Start Date:	ASAP
Cross-Training Opportunity:	No
Additional Requirements:	Must be a fully qualified 1D77X (7 level / any shred). Minimum grade is SSgt.

WHO MAY APPLY FOR THIS POSITION:

All Current Members of The Oregon Air National Guard and Those Eligible for Membership in the Oregon Air National Guard

AREAS OF CONSIDERATION:

Area 1: Current Permanent Full-Time and Traditional Members of The Oregon Air National Guard
Area 2: 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 Glenn Moody // Comm: 503-335-4638 // glenn.moody.1@us.af.mil
HR Liaison: MSgt Jacob Kelley / COMM: 503-335-4029 / EMAIL: Jacob.kelley@us.af.mil

*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**
- **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

OREGON ANG JOB OPPORTUNITIES (<https://www.oregon.gov/omd/ONG/Pages/Oregon%20Air%20National%20Guard%20Jobs.aspx>)

TECHNICIAN POSITION VACANCY ANNOUNCEMENTS (<https://www.usajobs.gov/Search/Results?l=Oregon&d=AF&k=&p=1>)

Technician Vacancy Announcement Number

N/A

DESCRIPTION OF DUTIES

This position is within the Portland ANG Base Communications Squadron. The incumbent will be responsible for managing the Communications Focal Point for the base/wing. The following are the applicable duties of the position:

- Schedule Depot and maintenance assistance requests
- Develop master Preventative Maintenance Schedules (PMI) with assistance from the work centers
- Track trouble tickets/job information, assign control numbers and maintain the status of all active scheduled, unscheduled, and deferred trouble ticket/jobs
- Track status using local procedures, if the Automated Information System (AIS) is temporarily unavailable
- Track deferred or open trouble tickets/jobs with the applicable work center/unit to validate accurate status
- Track status changes with all concerned agencies
- Track interaction with work centers and report problems to the appropriate production work center or agency
- Track vulnerability identification and notification processes as outlined in T.O. 00-33A-1109 AF-GIG Vulnerability Management
- Track removal/replacement/cannibalization/controlled substitution actions according to T.O. 00-20-2
- Track and forward work orders that are determined out of scope of the unit and/or budgeted resources to Projects and Requirements function/work center of the organization
- Report, review, disseminate, direct, and accomplishment/compliance of time change management (e.g. TCTO, TCNO, FCO, time change items, etc.) and any other downward-directed operations, security or configuration management-related orders and notify the production work centers of any time change items and other anticipated communications actions
- Report network mission outages/events according to locally generated reporting procedures
- Report manage/review NOTAMs/SITREPs/OPR2EPs and ensure updates are forwarded to the appropriate work centers for action
- Document data/trend analysis from an AIS
- Document consolidate work center documentation errors and meet with all work centers' AIS representatives regularly
- Document and verify accuracy of trouble ticket/job documentation, equipment inventories, AIS entries, local SRDs and serial numbers lists
- Develop, document and maintain a continuity book of all procedures required to perform CFP duties
- Document any instructions/educational materials generated to train work centers on how to report deficiencies with all communications/cyber systems and provide to customers
- Develop, document and maintain Communications Plan
- Develop, document and maintain a Disaster Recovery Plan
- Document a listing of all information systems controlled by an applicable Program Management Office (PMO) to include equipment locations, and POCs
- Other duties as required