

## OHIO ANG ENLISTED VACANCY ANNOUNCEMENT

<b>UNIT OF ASSIGNMENT, POINT OF CONTACT AND PHONE NUMBER:</b>  121ARW Rickenbacker ANGB	<b>ANNOUNCEMENT NO:</b> 121-1020
	<b>SELECTING OFFICIAL:</b> Captain Clinton A. Hensley
<b>Position Point of Contact (POC):</b>  Captain Clinton Hensley Clinton.a.hensley.mil@mail.mil DSN:696-4556 or Comm.: 614-492-4556	<b>FSS POC:</b>  MSgt Jodi Welch, Retention Office Manager Jodi.m.welch4.mil@mail.mil Phone: DSN 696-3563 Comm: 614-492-3563
<b>POSITION, TITLE, STATUS</b> Client Systems Drill Status/Traditional Guardsman	<b>NUMBER OF POSITIONS:</b> 1
<b>OPENING DATE:</b> 05 March 2019	<b>CLOSING DATE:</b> 20 April 2019
<b>MIN MILITARY GRADE:</b> None	<b>MAX MILITARY GRADE:</b> TSgt
<b>MOS/AFSCs WHICH ARE COMPATIBLE TO THIS POSITION:</b> 3D1X1 Client Service Center	
<b>AREA OF CONSIDERATION:</b> Open to current members of the Ohio ANG	
<b>For FSS Use Only: ETP Approval Date:</b> <a href="#">Click here to enter a date.</a> <input type="checkbox"/> n/a	

### DUTIES:

1. Performs client-level information technology support functions. Manages hardware and software. Performs configuration, management, and troubleshooting. Removes and replaces components and peripherals to restore system operation. Installs and configures software operating systems and applications. Provides service to end-users for operation, restoration, and configuration of information systems. Reports security incidents and executes corrective security procedures. Manages client user accounts.
2. Performs client-level voice network functions. Manages client hardware and software. Performs configuration, management to include adds, moves, changes and troubleshooting between the wall outlet to the client device. Plans, schedules, and implements installation and maintenance functions associated with voice systems. Removes and replaces telephone instruments. Reports security incidents and executes corrective security procedures.
3. Plans, organizes, and directs sustainment activities. Establishes work standards, methods, and controls for preventative, scheduled, and unscheduled maintenance actions. Determines extent and economy of repair of malfunctioning equipment. Ensures compliance with technical data, instructions and work standards. Develops and enforces safety standards. Interprets malfunctions and prescribes corrective action. Serves on, or directs inspection teams organized to evaluate base or command sustainment programs. Manages, or performs, research and development projects for assigned systems. Coordinates and documents repairs. Manages, administers, controls, and evaluates contracts. Manages organizational client device accounts with the exception of LMR devices.
4. Manages, supervises, and performs planning and implementation activities. Manages implementation and project installation and ensures architecture, configuration, and integration conformity. Develops, plans, and integrates base communications systems. Serves as advisor at meetings for facility design, military construction programs, and minor construction planning. Evaluates base comprehensive plan and civil engineering projects. Monitors status of base civil engineer work requests. Performs mission review with customers. Controls, manages, and monitors project milestones and funding from inception to completion. Determines adequacy and correctness of project packages and amendments. Monitors project status and completion actions. Manages and maintains system installation records, files, and indexes. Evaluates contracts, wartime, support, contingency, and exercise plans to determine impact on manpower, equipment, and systems.

---

**EVALUATION PROCESS:**

Evaluation will be based on the information provided and meeting a selection board, date to be determined.

---

**MANDATORY REQUIREMENTS:**

Award of a Secret security clearance  
Security+ Certification

---

**APPLICATION MUST CONTAIN:**

OHANG Form 2, *Application for E6 and Above Vacancy*  
Air Force Fitness Management System (AFFMS) Report with passing score (available via AF Portal)  
Individual Medical Readiness (IMR) Report (available via AF Portal from ASIMS)  
vMPF RIP  
OHANG Form 4, *OHANG Eligibility Checklist for Enlisted Promotions*  
[Click here to enter text.](#)

---

**APPLICATION MAY CONTAIN:**

Cover Letter, Letters of Recommendation or Resume)

---

**EQUAL EMPLOYMENT OPPORTUNITY:** All qualified applicants will receive consideration for position vacancies without regard to age, race, color, religion, sex, national origin, lawful political or their affiliations, marital status, membership or non-membership in an employee organization, or to any handicap which does not interfere with accomplishment of position requirements.

---

**APPLICATION SUBMISSION:**

Applications may be submitted to the FSS POC via email at [Jodi.m.welch4.mil@mail.mil](mailto:Jodi.m.welch4.mil@mail.mil) or via hard copy to the following mailing address:

**MAILING ADDRESS:**

121ARW, ATTN: MSgt Jodi Welch  
7370 Minuteman Way  
Columbus, OH 43217

---

APPLICATIONS MUST BE RECEIVED BY 1630 ON THE CLOSING DATE

Successful application will be assigned to compatible military position in an appropriate unit of assignment in the Ohio Air National Guard as shown above. If enlisted, this position is being announced in accordance with ANGI 36-2101 OHANG Supplement, 15 February 2016, and is a Traditional Guardsman (part-time) employment opportunity. If officer, this position is being announced in accordance with OHPD-011, *Ohio Air National Guard Officer Assignments Policy*, 24 April 2015, and is a Traditional Guardsman (part-time) employment opportunity.

**All OHANG Forms are available electronically at:**

<https://eissp.ang.af.mil/org/121ARW/GSU/JFHQ-OH/HQregulations/Pages/default.aspx>