Oregon Air National Guard

OREGON MILITARY DEPARTMENT
JOINT FORCE HEADQUARTERS-OR-AC/AGR
P. O. BOX 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
JFHQORAC.AGR.OMB@ANG.AF.MIL

NATIONWIDE *ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT*

ANNOUNCEMENT NUMBER: AF13-525	*OPEN DATE:* 15 Mar 2013	*CLOSING DATE:* 15 Apr 2013

UNIT/LOCATION:

173D MISSION SUPPORT GROUP,
173D FW, KLAMATH FALLS, OREGON

POSITION:

KNOWLEDGE OPERATIONS MANAGEMENT
(Vacancy and grade contingent on resource availability)

PD #: D0836

MAX MILITARY RANK AT TIME OF HIRE: **MSGT / E-7**

GRADE/SERIES:
GS-0318-05

UMD Position #:
0954216

NOTES:
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS,
-PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.

AFSC / MINIMUM ASVAB SCORE REQUIRED: **3D071** / ADMIN = 47

(APPLICANTS WITHOUT 3D0X1 AFSC MUST BE ELIGIBLE TO RETRAIN)

For additional information about ASVAB scores,
reference the "Additional Information" section in this announcement.

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

AREA 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 TO JOIN THE OREGON AIR NATIONAL GUARD

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:
SHOP/SECTION POC: MSGT JANESSA CHARKINS, 541-885-6645, DSN-830-6645
UNIT HR LIAISON: SMSGT ANGELA AXBERG, 541-885-6580, DSN- 830-6580

DESCRIPTION OF DUTIES

-- Serves as the focal point, local authority and expert source of information for all administrative functions of the unit. These functions include correspondence and management of records; documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of sensitive documents; on the job training programs for both technicians and unit military personnel. Knowledge of MILPDS work to support Command Support Staff duties; personnel data control, and tracking of civilian and military travel orders; annual training, special training, and other orders, to include special authorizations and reconciles the orders process with the workday accounting program to ensure validation of orders requirements. Focal Point for processing all orders in the AROWS and Defense Travel System (DTS) to include AT/ST/CMAS/ASA, TDYs and deployments. Develops procedures that affect administrative management and program development within the unit. Identifies and researches a wide variety of administrative problems

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to determine the best solution when there is not one absolutely correct or appropriate solution and recommends course of action to be followed. The wide variety of work performed by the incumbent is subject to different sets of rules and regulations. The incumbent exercises judgment in selecting or adapting guidelines to difficult situations where existing guidelines do not apply directly to the problem at hand. Recommendations require evaluative judgment, relate to a full variety of administrative functions impacting the organization and have a substantial impact on program direction. Selectee exercises skill in recognizing the dimensions of the problems and in expressing ideas in writing.

-- As Computer System Administrator provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Records trends and problems for resolution by the incumbent or other network specialist. Explains complex network concepts to non-technical personnel in non-technical language. Installs and configures application software to run on stand-alone computers or networked systems for networked "Commercial Off The Shelf" (COTS) software, government owned systems, and client/server networked operation systems (data set/file maintenance, established end-user client software). Maintains automated configuration control files and registers software to the installation. Installs and maintains microcomputers, attached printers and peripheral equipment whether attached to microcomputers, workstations, minicomputers or local and wide area networks. Performs maintenance, trouble shooting, installation, operation, and testing of microcomputer based systems. Gives briefings to new personnel on computer operations and performs demonstrations as required. Works with the end user to explain characteristics of appropriate office automation tools and provides guidance in their application. Brings problems that cannot be resolved at the incumbent's level to the attention of a specialist.

-- Selectee should expect additional duties as assigned by commander.

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.
- Member must hold required AFSC or be eligible for retraining and meet all eligibility criteria in AFECD/AFOCD

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- 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 require, contact your servicing MPF. You have the option to retake the test, however; 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.
**** * * * * * * * * * * * * INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED * * * * * * * * * * * * ****
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, **dated November 2010**. Announcement number and position title must be annotated on the form. Download the current form version from; http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
- ❑ Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight

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(MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPF). Select 'Record Review', and then 'Print/View All Pages'. *Documents must show your ASVAB scores*.

- ❑ Copy of current passing physical fitness assessment. (AF Portal)

Applicants from out of state and members transferring from another branch of service must also submit the following:

- ❑ AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- ❑ SF600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight.

For Air Technicians interested in converting to AGR status: Selection for the advertised position does not constitute acceptance into the AGR program. 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 to ensure compliance. The Adjutant General is the final approving authority.

TECHNICIAN APPLICATIONS

How Applications Will Be Evaluated – **Your resume or OF 612 must describe your experience which directly relates to the position being advertised and must be substantiated with your months of experience under your job history.**

Qualifications – Within your resume and/or OF612 please identify how you gained the Specialized Experience for this position. Applicants applying at the **GS-05** level must have **6 months** experience in positions which demonstrate the required Specialized Experience.

Current Technicians who desire to remain in Technician status must submit the following:

- ❑ Optional Form 612, Application for Federal Employment
- ❑ Or a Standard Form 171/172
- ❑ And a copy of current passing physical fitness assessment
- ❑ And a detailed resume
- ❑ And a list of references

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions
- Include the announcement number and position title on your application.
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. 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.**
- **Limit file size to less than 3MB (1MB or less is ideal)**
- You may paper clip your application. **Do not** staple, bind, tab, or use document protectors.
- Submit only single sided copies of all application documents submitted.
- Do not fax applications.
- Applications mailed in government envelopes will not be accepted.
- When mailing your application it is recommended that you obtain a delivery confirmation receipt showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

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E-MAIL APPLICATIONS TO: jfhqorac.agr.omb@ang.af.mil (preferred method)

Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(example: AF13-5xx – Doe)

Applications can also be mailed to:

The Oregon Military Department
JFHQ-OR-AC / AGR
P.O. Box 14350 / 1776 Militia Way
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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