

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: AF13-536

OPEN DATE:
21 June 2013

CLOSING DATE:
22 July 2013

UNIT/LOCATION:

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

POSITION:

EDUCATION AND TRAINING CRAFTSMAN
(Vacancy and grade contingent on resource availability)

- **Projected start date: 1 Oct 2013**

PD #: D14480 **MAX MILITARY RANK AT TIME OF HIRE:** **MSGT / E-7**
MIN MILITARY RANK AT TIME OF HIRE: **SSGT / E-5**
GRADE/SERIES:
GS-1702-07

UMD Position #: 0954224 **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: **3S271 / GENERAL = 59**

(Applicant must have prior qualification in any AFSC at the 5-skill level or higher to qualify)
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 FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

SHOP/SECTION POC: CMSGT JEFF ROWE, 541-885-6337, DSN-830-6337
UNIT HR LIAISON: SMSGT ANGELA AXBERG, OR MSGT MEGHAN McMACKIN 541-885-6580, DSN- 830-6580

DESCRIPTION OF DUTIES

This position is located in the Base Education and Training Office, within an ANG Force Support Flight of an ANG flying wing. The purpose of this position is to prepare, process, monitor, perform, and carry out programs or significant portions of programs under the direction of the Force Development Superintendent.

(1) Accomplishes formal training actions through the Pipeline Management System (PMS). Validates completed formal school applications. Enters eligible personnel into upgrade training (UGT) and ensures continued eligibility for training. Reviews

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ANG formal school allocations through the Training & Education Application Management System (TEAMS) and Electronic Training Catalog Application (ETCA). Originates and processes school orders. Maintains generated listings of personnel attending school. Coordinates with higher headquarters, as necessary, to support formal school requirements for mandays and funding. Receives course booking forms and line numbers. Assists students with preparations to enter school, including preparing orders and out processing students. Serves as unit point of contact to resolve any problems encountered by students during formal training courses. Receives formal school student training reports on students, and graduation certificates upon completion of training, and forwards them to the unit training manager. Following completion of formal training, processes students into the unit, and documents completion of training and award of skill level.

(2) Monitors the Extension Course Institute (ECI)/Career Development Course (CDC) program in regard to ECI policies; provides advice to commanders, supervisors, and unit training managers on matters pertaining to ECI/CDC programs. Conducts quarterly inventory of safe containing CDC test material in accordance with regulatory guidance. Enrolls personnel in CDC courses and monitors progress. Acts as test control alternate and administers and controls end of course examinations for ECI testing (CDC and Professional Military Education courses). Maintains records of personnel participating in the ECI/CDC programs and enters data into the personnel data system relative to course taken, course completion and test scores. Captures data and accomplishes automated updates to reflect changes that result in classification actions.

(3) Ensures Unit Training Managers (UTMs), Additional Duty Training Managers (ADTMs), supervisors, trainers, certifiers, and trainees are familiar with the concepts, scope, objectives and procedures pertaining to on-the-job training (OJT). Maintains current computer-generated management information product listings of all personnel on (OJT). Ensures trainees meet all requirements for completion of training prior to upgrade of skill level. Identifies non-productive personnel in OJT status, and recommends appropriate corrective action to supervisors, unit training personnel, and commanders. Coordinates arrangements for locally requested training facilities and equipment. Processes Career Development Course (CDC) reactivation and re-enrollment requests in accordance with applicable guidance. Assists in evaluating the administration and effectiveness of each serviced unit OJT program during Staff Assistance Visits (SAVs).

(4) Consults with and assists various personnel involved with the military training program. Prepares, directs, controls, and instructs the Air Force Training Course. Conducts work center visits. Develops, analyzes, oversees, and facilitates unit and individual training programs. Advises commander, supervisors, training managers, trainers, certifiers, and trainees on unit training program progress and issues.

(5) Implements and distributes periodic changes in training and assignment requirements from USAF, as well as notification of Air Force Specialty Codes (AFSC) consolidation. Conducts audits to ensure all personnel are qualified to maintain appropriate Air Force Specialty Codes (AFSCs). Reviews and processes requests for waivers, involving training and retraining, and forwards with locally generated recommendations for approval by higher authority. Monitors and accomplishes officer AFSC upgrade actions. Manages the Special Experience Identifier (SEI) Program for the base.

(6) Performs in-processing and out-processing actions for personnel departing for, and returning from all service schools. Ensures that departing personnel have in their possession orders, records and reporting instructions. Prepares school tour orders via MAPPER. Counsels members departing for active duty for training to ensure special requirements such as physical examinations, clothing, equipment and security clearances are met.

(7) Prepares and processes computer inputs to the data base for data elements related to OJT training schools and correspondence courses. Complies with policy/procedures established in applicable directives in support of the Privacy Act of 1974.

(8) Maintains administrative suspense, publication files and records within the section; provides safeguards for CDC test materials; prepares reports, correspondence, requisitions forms, publications and maintains records sets of special orders on approved school tour applications and ensures formal school tour workdays and funding is available.

(9) Accomplishes Community College of the Air Force (CCAF) registration and enrollments for assigned members. Ensures progress reports reflect proper semester hours of Air Force schooling and that transfer credits are applied from local colleges/universities or credit by examinations. Counsels full-time and traditional guardsman of CCAF standing and general educational requirements to complete an Associates in Applied Science Degree. Maintains CCAF and local college catalogs as general reference publications for proper counseling techniques.

(10) Administers and directs the base level Defense Activity for Non-Traditional Education Support (DANTES) programs. These programs include examination of basic skills, e.g., GED; college credit by examination, e.g., CLEP; postsecondary admissions testing, e.g., ACT, SAT, GRE; and guidance and skills assessment inventories. Also included are independent study programs available from regionally accredited colleges and universities; military evaluation programs e.g. college credit for military experience and training; experiential learning assessment programs; college credit for

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volunteer or vocational experiences; and external degree programs which offer flexible schedules, incorporate nontraditional education, and have little or no residency requirement. In addition, requisitions materials from DANTES and maintains a reference library of appropriate publications. Markets programs to unit members and counsels them on those programs that will assist them in meeting their education objectives.

(11) Maintains liaison with higher headquarters; local schools, colleges and universities; the state Department of Education, etc.

(12) Performs 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.
- Member must hold the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

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 required IAW AFMAN 36-2108 Attachment 39, 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 (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. (from AF Portal)

ORANG - 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 (CPM 131) to ensure

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- compliance.
- The Adjutant General is the final approving authority.

Current Technicians who wish 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 detailed Resume
- And a list of references

TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:

General Experience – 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.

Specialized Experience for Technicians – Within your resume and/or OF612 please identify how you gained specialized experience for this position. Applicants applying at the **GS-07** level must have **12 months** experience in positions which demonstrate the required Specialized Experience.

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 QUESTIONNAIRE 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.

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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