

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:
JFHQRAC.AGR.OMB@ANG.AF.MIL

STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF13-531

OPEN DATE:
21 June 2013

CLOSING DATE:
12 July 2013

UNIT/LOCATION:

**173D LOGISTICS READINESS Sq.,
173D FW, KLAMATH FALLS, OREGON**

POSITION:

MATERIAL MANAGEMENT
(Vacancy and grade contingent on resource availability)

PD #: D19550 **MAX MILITARY RANK AT TIME OF HIRE:** TSGT / E-6

GRADE/SERIES:
WG-6907-06

NOTES:

UMD Position #: 0960362
- 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: 2S071 / ADMIN = 41 OR GENERAL = 44

(APPLICANTS MUST HAVE 2S031 AFSC TO BE ELIGIBLE)

*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

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

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

SHOP/SECTION POC: SMSGT MELISSA ROWLAND, 541-885-6582, DSN-830-6582
UNIT HR LIAISON: SMSGT ANGELA AXBERG OR MSGT MEGHAN McMACKIN, 541-885-6580, DSN- 830-6580

DESCRIPTION OF DUTIES

This position is located in an ANG Aviation Wing, Mission Support Group, Logistics Readiness Squadron, Materiel Management Flight in the Asset Management Section. The primary purpose of this position is to provide management control, oversight, coordination, and issue of all individual equipment and clothing items to wing customers. This position facilitates the primary mission of procurement, receiving, distributing, tracking, accountability, reporting, and serving as the primary point of contact for base individual equipment and clothing. A broad general knowledge of general supply, storage, distribution, and inventory specializations is required.

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

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

DUTIES

- (1) Manages, controls, and operates the Individual Equipment Element exercising control over clothing and individual equipment items. Identifies requirements and determines source of supply, in accordance with AFMAN 23-110 and the Federal Acquisition Regulation, to satisfy customer requests and initiates procurement action through either the Standard Base Supply System, Virtual Prime Vendor (VPV)/ KYLOC, or Government Purchase Card. Determines appropriate line of accounting to obligate funds prior to acquisition. Performs a monthly reconciliation of all GPC purchases and expenditures and performs a monthly reconciliation of all KYLOC receipts and pre-bills.
- (2) Ensures items are verified against receiving documents/invoices as to stock number, quantity, size, etc. Provides notification to customer when assets are available. Manages the control and security of assets pending distribution to customer. Establishes a holding area to facilitate maximum convenience in locating and handling of customer requested items until relinquished to customer.
- (3) Operates a central issue and turn in point for individual clothing and equipment including special items authorized by Allowance Source Code authorization, AFSC, or duty assignments; common use items; field equipment; etc. Ensures uniforms are tailored with the proper insignia via locally established contract. Inspects and determines serviceability of uniforms turned in ensuring serviceable items are cleaned prior to re-issue. Receives customer requests by phone, written documentation, or personal visit, and acts expeditiously to promote effective customer support. Determines the stock number, unit of issue, and source of supply in order to assist the requester in obtaining the needed number of items, and completes required issue documents. Issues sized items of personal and survival equipment. Reviews and validates Allowance Source Code authorizations with commander(s) of supported organizations. Also reviews applicable theater specific requirements ensuring deploying personnel are adequately outfitted prior to departure.
- (4) Computes and establishes levels of all items to be stored by the element including initial stock levels and special levels based on prior demand, known requirements, forecasted needs, and storage space. Receives individual clothing and equipment turned in for like items. Identifies items which can be reused or repaired and applies appropriate credit code on turn-in documentation. Evaluates condition and determines need of laundry or dry cleaning. Locates items to be turned-in to Defense Reutilization and Marketing Office as appropriate.
- (5) Maintains required jacket files and records of individual equipment assets and individual clothing records. Performs an annual validation of flying status duty codes for rated officers. Coordinates with the MPF and unit commanders for personnel in/out-processing ensuring returnable assets are returned prior to personnel departing the installation. Initiates cash collection process and/or reports of surveys for missing assets. Determines and initiates inputs to load or change exception data on item records managed by Individual Equipment Element.
- (6) Responsible for reports, listings, management notices and rejects. Reviews delinquent document listing daily to ensure all issue documents are accounted for; reviews reject listing daily for corrective action; checks the Daily Document Register (D04) for transactions that affect the IEE.
- (7) Maintains files on correspondence, management notices, technical orders, Controlled Multiple Address Letter (CMAL), regulations, etc. Coordinates with materiel management functions, organization commanders and customers as required. Initiates correspondence and reports as required. Provides training and supervision for assigned subordinate drill status personnel as required. Evaluates and recommends customer training for supported organizations.
- (8) 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.

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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.ngbpd.c.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)

- 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 career 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 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 required experience for this position. Applicants applying at the **WG-06** 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.

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- 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.

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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