

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

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF14-505

OPEN DATE:
24 Oct 2013

CLOSING DATE:
25 Nov 2013

UNIT/LOCATION:

173D FORCE SUPPORT FLIGHT,
173D FW, KLAMATH FALLS, OREGON

POSITION:

HUMAN RESOURCE SPECIALIST (MIL/INFO SYSTEMS)
Personnel Systems Manager (PSM)
(Vacancy and grade contingent on resource availability)

PD #: D16210 **MAX MILITARY RANK AT TIME OF HIRE:** TSGT / E-6

GRADE/SERIES:
GS-0201-09

UMD Position #:
0954220

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.
-PROJECTED START DATE – 15 DEC 2013

AFSC / MINIMUM ASVAB SCORE REQUIRED: V3S0X1 / ADMIN = 41

(APPLICANTS WITHOUT 3S0X1 AFSC MUST BE ELIGIBLE TO CROSS-TRAIN)

For additional information about ASVAB scores,
reference the "Additional Information" section in this announcement and AFMAN 36-2108.

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: MSGT MEGHAN McMACKIN 541-885-6580, DSN- 830-6580

DESCRIPTION OF DUTIES

This position is located within the Force Support Squadron, Military Personnel Flight at an Air National Guard flying wing. The primary purpose of this position is to plan, organize, administer, and troubleshoot the operation and data integrity of the Military Personnel Data System (MILPDS) in support of military human resources management functions. Serves as the primary point of contact to ensure effective operation of satellite human resources interfaces with Air Force servers and related utilization computer resources, both hardware and software. Provides training on utilization of the different components of the MILPDS. Provides technical guidance regarding the overall scope of MILPDS and interfacing data systems to identify and solve personnel system related problems, which could inhibit or prevent a high state of readiness. Resolves technical problems. Provides direction and gives advice to section chiefs and representatives of serviced organizations on methods of approach to system related discrepancies discovered through analysis. Interprets Department

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of Defense (DoD) directed or legislative policies affecting the MILPDS and recommends enhancements. Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Provides training, guidance, and supports the implementation and utilization of Personnel Services Delivery Transformation processes and applications. Plans, directs and performs distributed system administration, quality assurance, system inquiry, and trend analysis on personnel data systems. Provides end-user training, support, and troubleshooting on Microsoft operating system and productivity applications. Manages and administers automated data processing equipment and software. Additional duties will include Personnel Support for Contingency Operations (PERSCO) team member, Client Support Administrator, and DEERS/RAPIDS verifying official.

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.ngbpd.cngb.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.

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-09** level must have **36 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 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: AF14-5xx – 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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