

# 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](mailto:JFHQORAC.AGR.OMB@ANG.AF.MIL)

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

**ANNOUNCEMENT NUMBER:** AF14-503 (modified)      **OPEN DATE:** 7 Oct 2013      **CLOSING DATE:** 15 Nov 2013

**UNIT/LOCATION:**

**173D MAINTENANCE OPERATIONS FLIGHT  
173D FW, KLAMATH FALLS, OREGON**

**POSITION:**

**MAINTENANCE PLANS AND SCHEDULING**  
(Production Controller – Aircraft Maintenance Scheduler)  
(Vacancy and grade contingent on resource availability)

**PD #:** D07520      **MAX MILITARY RANK AT TIME OF HIRE:** **MSGT / E-7**

**GRADE/SERIES:**  
GS-1152-09

**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: TBD

**UMD Position #:**  
0954081

**AFSC / MINIMUM ASVAB SCORE REQUIRED:** **2R0x1** / General = 55

**(APPLICANTS WITHOUT 2AXXX, 2RXXX, OR 2WXXX AFSC MUST BE ELIGIBLE TO CROSS-TRAIN)**

*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: SMSGT ROXANNE WILSON, 541-885-6428, DSN-830-6428  
UNIT HR LIAISON: MSGT MEGHAN McMACKIN 541-885-6580, DSN- 830-6580

## DESCRIPTION OF DUTIES

This position is located in the 173d Maintenance Operations Flight, Plans and Programs section. The primary purpose of this position is to serve as the Budget Analyst for the Maintenance Group, accomplishing budget formulations, trend analysis, and execution evaluations of all Maintenance Group funding requirements. In addition to managing the Group's annual operations budgets, this position evaluates and manages the Wing's Aviation Petroleum, Oil & Lubrication (AVPOL)

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

program. Serves as the Wing Refueling Document Control Officer (WRDCO) and as the Unit's Flying Hour Program Fund Manager; while also providing support to the supply functions within the Group.

1. Budget Analysis Responsibilities.

- a) Formulates annual maintenance operating budgets for incorporation into the overall Wing's annual financial plan. Analyzes budget needs for all Maintenance Group production squadrons, flights, and sections taking into consideration the interrelationships of all Group programs, activities, and special functions. Evaluates trends and operating costs which are used in projecting future commitments and obligations. Analyze completeness, accuracy, and reasonableness of all Maintenance Group operating budgetary information.
- b) Develops and issues guidance to, and coordinates with maintenance production squadron chiefs in the development of quarterly and annual maintenance operating budgets and budget estimates. Reviews, edits and consolidates maintenance operating budget estimates to ensure compliance with rules, regulations, and procedures. Prepares or edits narrative justifications for projected funding needs and submits to the Wing Budget Office.
- c) Reviews annual funding allocations received from the Wing Budget Office in conjunction with all Maintenance Group quarterly funding needs to ensure funding allocations are adequate to meet all projected requirements. Analyzes funding shortfalls and develops recommended programming changes/modifications to be presented to the Group Commander for approval. Prepares, justifies, and submits unfunded and unprogrammed requirements through the Maintenance Group Commander to the Financial Management Board. Performs in-depth, rigorous analysis of maintenance operating budget requests received from the maintenance production supervisors by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding. Develops recommendations for budgetary adjustments to support unanticipated changes in program operations or funding. Adjusts budgetary estimates and reprograms funds to accommodate unstable program operations in the maintenance production squadrons.
- d) Monitors the use and rate of expenditure of all Group operating funds through continuing dialogue with all squadron chiefs and review of written documents and records. Develops, performs and monitors internal control programs and procedures to identify potential over or under-obligations of maintenance operating funds. Prepares input on recommendations on internal control adjustments to the Maintenance Group Commander and Wing Budget Office.
- e) Gathers and analyzes budgetary data to prepare a variety of recurring and nonrecurring maintenance operating budget related reports required by the Wing Budget Office as well as National Guard Bureau (NGB), major commands (MAJCOM), Air Force maintenance and funding offices. Applies accounting principles ensuring that all ledgers and documents are properly reconciled. Responsible for monthly and quarterly input of reports to the Base Budget Analyst, ensuring the accuracy of combined reports to higher headquarters.

2. WRDCO and AVPOL Program Responsibilities. Prepares and executes the annual AVPOL budget and tracks the obligation rate. Serves as the primary point of contact for projecting AVPOL funding requirements. Monitors fund expenditures to determine the rates of usage against command standards. Ensures the accuracy of billing conducted within the scope of the AVPOL program. Reconciles Defense Energy Support Center (DESC) interfund-billing/AirCard transactions with the AVPOL Data Management System. Researches and resolves any erroneous interfund billing issues. Inspects and audits AVPOL documentation. Prepares AVPOL status report to track the status of funds, flying hour cost and fuel consumption rate and reports the data to the Wing Staff, to include the Financial Management Board and Flying Hour Working Group. Prepares AVPOL funding estimate, Miscellaneous Obligation Reimbursement Document (MORD), at the end of each fiscal year to ensure outstanding charges are paid from the correct fiscal period. Responsible for monitoring Ground Service charges to assigned aircraft by mission/design/series (MDS) and serves as the wing point of contact for the Air-Card. In addition, the incumbent reviews higher headquarters (HHQ) reports and responds and validates expenditures to ensure that flying hour funds are properly recorded. Works with NGB staff on any and all issues pertaining to flying hour funding.

3. Supply Support Responsibilities. Identifies and validates requisitions from base organizations for the non-stock listed, sole source or technical order (T.O.) directed flying hour goods or services. Routinely coordinates with the Base Contracting Office, National Guard Bureau (NGB), DOD Logistics Centers and commercial sources to identify the source of supply being most advantageous to the Government. Coordinates the movement of assets into and out of Wing maintenance organizations. On a daily basis maintains a continuing dialogue with managers from Maintenance Production, Life Support, Maintenance Group, Operations Group, Logistics Readiness Squadron and Finance, in order to provide objective data and analysis for production and management decisions. Analyzes and evaluates historical trends and consumption patterns to ensure the following are prevented: requisitioning assets in excess of need or authorizations, turning in unserviceable assets without appropriate fault isolation/local repair activities being performed, cannibalizing assets prior to turn in to base supply or retention of carcasses.

4. Performs other duties as assigned.

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## 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](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 (VMPPF). 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 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

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**TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING  
EXPERIENCE:**

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**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 have gained 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.

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**READ THIS SECTION COMPLETELY!!**

**IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION**

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- 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](mailto: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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