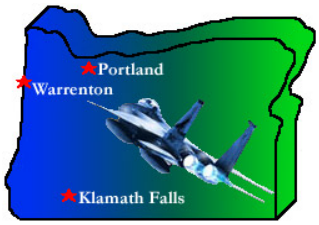
# Oregon Air National Guard




**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

## *STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT*

| *ANNOUNCEMENT NUMBER:* AF14-509 | *OPEN DATE:* 5 Nov 2013 | *CLOSING DATE:* 25 Nov 2013 |
|---|---|---|

*UNIT/LOCATION:*

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

*POSITION:*

**FUELS CRAFTSMAN**
(Vacancy and grade contingent on resource availability)

*PD #: D11430*

*GRADE/SERIES:*
*WG-5413-08*

UMD Position #:
0960336

*MAX MILITARY RANK AT TIME OF HIRE:* **SSGT / E-5**

***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:* **2F051** / Mech = 47 and Gen = 38

**(APPLICANTS WITHOUT 2F0X1 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

**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 NEAL RUTTER, 541-885-6398, DSN-830-6398
UNIT HR LIAISON: MSGT MEGHAN MCMACKIN, 541-885-6580, DSN- 830-6580

## DESCRIPTION OF DUTIES

Maintains and operates petroleum, missile and alternative fuels and cryogenic facilities and equipment. Receives, stores, and issues petroleum fuels and cryogenics products. Performs quality analysis on petroleum and cryogenics products. Performs in-depth maintenance on fuels handling vehicles and equipment dispensing systems and operator maintenance on facilities. Prepares receipt, inventory, and issue documents for fuels and cryogenic products accounting. Operates specialized mobility fuels equipment.

- Directs receipt storage and issue operations for petroleum, cryogenic, and alternative fuel products. Projects product requirements, places orders for products, and performs product receipt operations. Ensures proper handling and segregation of products received and verifies quantity and quality. Documents discrepancies in product receipt quantities and quality. Isolates off-specification products and takes appropriate actions to correct quality problems. Operates and maintains cryogenic production plants. Ensures compliance with all safety and environmental regulations.

***APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.***
******** PLEASE READ THIS ANNOUNCEMENT COMPLETELY ********

- Maintains storage and dispensing facilities. Rotates stocks to prevent product quality degradation. Ensures an effective operator maintenance program is carried out. Performs operator checks and routine maintenance on facilities. Maintains inspections and maintenance records for facilities. Reports facility deficiencies to appropriate maintenance activity. Initiates facility upgrade and construction projects. Manages fuels mobility support equipment used for bare base operations. Maintains and operates fuels mobility support equipment. Maintains cryogenic storage tanks.

- Performs technical fuels functions. Operates fuels control center to monitor all product movements and ensure timely response to mission requirements. Coordinates refueling requirements with supported agencies and ensures appropriate prioritization of support requirements. Ensures an effective vehicle maintenance program is carried out on related fuel dispensing components. Operates mobile and hydrant refueling equipment to dispense products to aircraft and ground support equipment and facilities. Operates cryogenic storage tanks to dispense products. Calculates and documents issue transactions for all products.

- Maintains fuels and cryogenic records. Ensures accuracy of receipt, inventory, and issue documents. Processes computer transactions to ensure proper billing and payment for all product receipt and issue transactions. Monitors product temperature and handling gains and losses to ensure they are within authorized tolerance. Compiles data and generates recurring reports. Monitors inventory levels to ensure adequate stocks are on-hand to support peacetime and pre-positioned wartime stock requirements. Compiles consumption data and monitors energy conservation goals. Inputs data into the Fuels Automated System (FAS) and the Standard Base Supply System (SBSS) to ensure accurate accountability and visibility of capabilities and support limitations. Electronically transfers fuels transactions to the FAS. Reconciles all databases to ensure all transactions have processed correctly.

- Maintains quality control of petroleum fuel, and cryogenic products. Operates and maintains laboratory test equipment. Collects and analyzes product samples from receipt sources, bulk storage tanks, and dispensing equipment. Documents analysis results in FAS and reviews quality trend analysis records. Establishes a sample correlation program with the aerospace fuels area laboratory to ensure the integrity of the base-level analysis procedures. Collects fuel samples from crashed aircraft and submits them to the area laboratory for full specification analysis. Ensures an effective product segregation and recovery program is implemented. Implements the lock out, tag out program to prevent the use of substandard fuel or facilities.

- Establishes personnel controls, training program, and supply administrative procedures. Monitors unit manning document and allocates personnel to authorized positions. Oversees unit personnel readiness. Participates in mobility planning, submission of resources and training system data, and evaluates and approves unit type code changes.

- Performs vehicle maintenance activities on refueling vehicles and equipment fuels dispensing pumping systems. Determines the overall mechanical condition of vehicles and equipment, corrections of deficiencies required, and affects repair. Systematically analyzes malfunctions by visual and auditory examination or through the use of test equipment. Reassembles, adjusts, and tests repaired units for proper operation. Calibrates and adjusts pumps, meters, safety unit proportioning devices, and limiting devices to ensure proper operation. Performs hydrostatic hose testing of refueling vehicles and equipment. Performs preventative and special maintenance and uses technical publications in maintaining vehicles to prescribed manufacturer's maintenance schedule.

## 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.

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# APPLICATION INSTRUCTIONS

***APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.***
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***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)

- 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-08** level must have **9 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: 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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