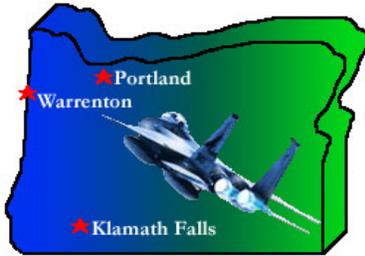


Oregon Air National Guard



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

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:
<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>

STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF14-512	OPEN DATE: 06 Dec 2013	CLOSING DATE: 27 Dec 2013
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UNIT/LOCATION:

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

POSITION:

SUPPLY MAINTENANCE SUPPORT

(Vacancy and grade contingent on resource availability)

PD #: D19480 **MAX MILITARY RANK AT TIME OF HIRE:** **MSGT / E-7**
MIN MILITARY RANK AT TIME OF HIRE: **TSgt / E-6**

GRADE/SERIES:
GS-2005-09 **NOTES:**
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS
-PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE
UMD Position #: 0960346 -PROJECTED START DATE: **1 SEPTEMBER 2014**

POSITION AFSC: 2S071**

****Applicant must possess 7 Skill-Level in ANY AFSC and be eligible to cross train to qualify****

This is a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Admin = 41 or Gen = 44

*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

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

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

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

DESCRIPTION OF DUTIES

This position is located in the Maintenance Support Section of the Materiel Management Flight, Logistics Readiness Squadron, Mission Support Group, ANG Aviation Wing. The primary purpose is to serve as a first level supervisor for the Flight Service Center Element, providing planning, directing, organizing and exercising control over non supervisory employees assigned to the Maintenance Support Section. The base level of work supervised is GS-07.

- (1) Plans and organizes the work performed in the sections to provide optimum service, efficiency, and productivity. Develops and establishes performance standards and rates the performance of subordinates. Selects or participates in the selection of new employees. Conducts and documents corrective interviews with subordinates. Approves sick and annual leave and establishes leave schedules. Determines training needs of subordinates and ensures training is provided. Prepares, approves, and assigns official job descriptions and performance appraisals. Prepares, justifies, and recommends performance awards. Keeps employees informed of various personnel programs. Advises employees on work and administrative matters. Serves as the technical expert in resolving work related problems, which cannot be resolved by subordinates. Implements, promotes, and effectively supports equal opportunity for all personnel. Follows provisions of local labor agreements and applicable directives on personnel management.
- (2) Interprets, plans, establishes, and prioritizes work requirements for affected elements and personnel. Provides technical advice and supervises the Maintenance Support Section. Determines effectiveness of support and recommends changes to both maintenance and supply activities. Reviews materiel management changes, determines operational restraints and implements procedures as required. Determines section operational effectiveness by analyzing historical and current data, preparing comparison graphics and utilizes same for purpose of setting goals. Prepares guidance to subordinates in helping to achieve set goals. Regularly converses with the Global Logistics Support Center (GLSC) in resolving logistical problems.
- (3) Manages the Career Field Education and Training Plan (CFETP) for the Maintenance Support Section. Ensures a Master Training Plan is developed and OJT is planned, developed, and conducted for all personnel assigned to the sections to ensure taskings are met.
- (4) Prepares replies for Internal Surveillance program and ensures self-inspection program is conducted for sections.
- (5) 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.

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

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

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 11 November 2013**
 - o Announcement number and position title must be annotated on the form
 - o Download the current form version from; http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm
- Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
 - o RIP can be obtained from the servicing Force Support Squadron (FSS)
 - o In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
 - o Select 'Record Review', and then 'Print/View All Pages'
- 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

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 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

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
- Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9 & 10)
- 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
- Applications will be accepted until 1630 of the announcement closing date

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

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

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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