

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>

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF14-532	OPEN DATE: 4 Mar 2014	CLOSING DATE: 4 Apr 2014
UNIT/LOCATION:	142D FIGHTER WING, PORTLAND, OREGON	
POSITION:	COMMAND POST SUPERINTENDENT (ACA - AGR RESOURCED POSITION ONLY) (Vacancy and grade contingent on resource availability)	
PD #:	MAX MILITARY RANK AT TIME OF HIRE: SMSGT / E-8	
GRADE/SERIES:	MIN MILITARY RANK AT TIME OF HIRE: MSGT / E-7	
UMD Position #: 0976164	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 -PROJECTED START DATE: 1 Nov 2014	
	POSITION AFSC: 1C391** **Applicant must possess 7 Skill-Level in any AFSC to qualify** This is a cross-training opportunity MINIMUM ASVAB SCORE REQUIRED: Admin = 55 and Gen = 67 <i>For additional information about ASVAB scores, reference the "Additional Information" section in this announcement.</i>	
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	
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 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 DAVID FRY, 503-335-4421, DSN-638-4421 UNIT HR LIAISON: TSgt CRYSTAL LINVILLE, 503-335-4029, DSN 638-4029	

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

DESCRIPTION OF DUTIES

Directs and conducts liaison with Higher Headquarters and mission support activities to reduce common problems, improve procedures, increase efficiency and provide better Command Post operations. Manages the Base Command Post to be capable of immediate transition from normal to launch status during alert, exercise and war situations. Implements plans and procedures in response to emergency orders, missile attack warnings, disasters, alert force scramble, recovery, mobilization, and aircraft emergencies.

Annually certified as operationally ready in all functions (War Plans and Procedures). Directs launch of North American Aerospace Defense, (NORAD) Alert Force in response to authenticated launch orders; advises Command Staff of alert and airfield status, severe weather, intelligence, battle progression, communications and battle situation. Approves submission of operational, weapons, airfield, and Status of Resource Training Status (SORTS) reports.

As Command Post Internal Security Manager maintains liaison with Security Forces. Maintains communications avenues with a wide variety of military and civilian personnel and agencies. Purchasing agent for supplies, which are required for Command Post operations. Maintains status boards, charts, report data files, publications, correspondence and classified documents in the Command Post.

Plans, directs, and supervises the workload of eleven personnel engaged in the 24/7 operation of the 142d Fighter Wing Command Post. Ensures work is completed accurately in a timely manner. Schedules employees to assure coverage for two 12-hour shifts daily. Evaluates work accomplished and makes revisions to methods, procedures and practices necessary to increase productivity and improve standards of performance.

Provides on the job training to new employees. Initiates performance rating, within grade increases and other routine personnel actions; plans and schedules work assignments, establishes performance standards, and participates in the selection and placement of employees; insure employees are fully knowledgeable of the procedures to respond to alert notifications; plans and schedules training for Drill Status Guardsman. Rotates assignments of personnel to insure qualifications and to improve utilization.

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 required AFSC or be eligible for retraining and meet all eligibility criteria in AFECD/AFOCD

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

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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)

Applicants from out of state and members transferring from another branch of service must also submit the following:

- AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- SF600, Preventive Health Assessment (PHA) to include current Blood Pressure, Height, and Weight.

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.

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**
- **Complete application packet should be in PDF format**
- **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

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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