

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: AF14-531	OPEN DATE: 23 Mar 2014	CLOSING DATE: 14 Apr 2014
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UNIT/LOCATION:

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

POSITION:

SUPPLY EQUIPMENT MANAGER

(Vacancy and grade contingent on resource availability)

PD #: D14060 **MAX MILITARY RANK AT TIME OF HIRE:** TSGT / E-6

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

GRADE/SERIES:

GS-2005-07

NOTES:

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS

UMD Position #: 0960362 -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 SEPTEMBER 2014

POSITION AFSC: 2S071**

****Applicant must possess 7 Skill-Level in 2S071 AFSC's****

This is not 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 **AFSC QUALIFIED** 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 Air National Guard. Its purpose is to control all equipment accounted for by the ANG Base Supply account.

- Incumbent operates the Equipment Management Section which includes the Registered Equipment Management (REM) function, Equipment Review and Authorization Activity (ERAA), and Special Purpose Recoverable Authorized Maintenance (SPRAM) function. Incumbent provides complete authorizations and validations of equipment items for all supported organizations. Identifies, analyzes, interprets, and applies equipment allowance criteria to support assigned mission(s), weapons system(s), and other base equipment authorizations. Functions as the Base Equipment and Authorization authority in verifying and validating equipment requests in accordance with established Table of Allowances (TOA), and completing actions as required for Equipment Authorization Inventory Data (AID) accounting. Identifies and analyzes needs for reduced/increased equipment authorizations and significant technical changes.
- Interprets TOA and other data as it relates to weapons systems and base authorization for equipment to identify valid requirements and prepare change requests to ensure that equipment authorizations are maintained within applicable allowance. Assists the Equipment Approval Authority (EAA) in determining wartime additive mission equipment requirements. Analyzes data in monitoring the equipment excess program, ensuring that available equipment items are effectively and efficiently utilized. Identifies unserviceable assets and determines the need and feasibility of contract or other maintenance. Evaluates and processes user request to exceed maximum repair allowances for vehicles. Furnishes technical assistance to unit commanders and equipment custodians in the preparation of documentation required when equipment and property is lost, damaged, or destroyed. Plans, conducts, and coordinates equipment changes based on acquisitions of new weapons systems or changes in unit mission and supported functions. Identifies and monitors disposition of property upon termination of need or authorization. Monitors records and documentation of registered equipment, ensures all REM transactions are recorded, and coordinates the disposition of such equipment when it is removed from the Command Equipment Management Office (CEMO) inventory. Identifies, coordinates and monitors War Readiness Materials and mobility equipment requirements. Reviews and analyzes data from which budget estimates are developed pertaining to equipment requirements.
- Creates computer inputs, maintains custodian files, establishes mobility account folders, and corrects errors identified on Contingency Operation Mobility Planning/Execution System (COMPES) listing relating to mobility equipment. Provides frequent distribution to supported organizations of computer-prepared products for timely completion of equipment due-out review validation. Establishes and maintains a suspense system to ensure that validations and cancellations are input to supply computer system as appropriate. Coordinates with satellite stock fund monitor or Accounting and Finance for requisitioning funded equipment to ensure that the mission will not be impacted by over-committing funds.
- Develops, implements, and provides for administrative functions in the section. Ensures TOA update reviews are conducted on a frequent basis. Receives, analyzes, researches, and prepares replies to messages, letters, and inquiries, assuring adequate and timely replies. Assembles and analyzes information for the preparation of reports concerning equipment as directed by CEMO and higher headquarters. Maintains current records, allowance documents, registers, vouchers, files, etc. Reviews, analyzes, processes, and maintains USAF Data Bank program inputs to ensure a high degree of accountable record accuracy.
- Determines training needs of assigned Equipment/SPRAM Custodians, and provides assistance in the performance of these assigned duties. Monitors and reviews item accounting procedures carried out by these personnel. Evaluates training needs of assigned subordinates, both full time and drill status personnel, and develops and administers required training.
- 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.

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

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, "Limitation on Change of Status Between the Technician and AGR Career Programs"**, to ensure compliance. (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- The Adjutant General is the final approving authority.

Current Technicians who wish to remain in Technician status must submit the following:

- Detailed Resume
- And a Copy of current passing physical fitness assessment
- 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-07** level must have **24 months** experience in positions which demonstrate the required Specialized Experience

READ THIS SECTION COMPLETELY!!

IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION

- AGR Service in the Oregon is governed by **CPM-127, "Maximum Tenure Policy for Oregon National Guard Full-Time Personnel"**. (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on

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

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

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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