

# 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)

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

|                                      |                                 |                                    |
|--------------------------------------|---------------------------------|------------------------------------|
| <b>ANNOUNCEMENT NUMBER:</b> AF14-554 | <b>OPEN DATE:</b><br>4 Aug 2014 | <b>CLOSING DATE:</b><br>3 Sep 2014 |
|--------------------------------------|---------------------------------|------------------------------------|

**UNIT/LOCATION:**

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

**POSITION:**

**VEHICLE OPERATIONS CRAFTSMAN  
(Supervisor)**

(Vacancy and grade contingent on resource availability)

**PD #: D08430** **MAX MILITARY RANK AT TIME OF HIRE: MSGT / E-7**

**GRADE/SERIES:** **MIN MILITARY RANK AT TIME OF HIRE: TSGT / E-6**

**WG-5703-08**

**NOTES:**

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

**UMD Position #:** -PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE

**0960391** -PROJECTED START DATE: **01 SEPTEMBER 2014**

**POSITION AFSC: 2T171\*\***

**\*\*Applicant must possess a 2Txxx AFSC's to qualify\*\***

**This is a cross-training opportunity**

**MINIMUM ASVAB SCORE REQUIRED: Mech = 40**

*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

**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: 1LT GELHARDT, 541-885-6501, DSN-830-6501 OR MSGT JASON WITTS 541-885-6567, DSN-830-6524

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 Distribution Section of the Deployment and Distribution Flight, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The purpose of this position is to perform a variety of duties relating to vehicle operations and dispatch. To include materiel distribution activities, including organic ground transportation for cargo and personnel.

(1) Primarily operates and performs operator maintenance on combination tractor-trailer trucks which typically have an approximate gross vehicle weight in excess of 32,000 pounds. Couples and uncouples the truck tractor and semi-trailer, operates semi-trailer landing gear, and connects and disconnects the air brakes and electrical lines. Performs thorough commercial vehicle pre-trip and post-trip inspections to include airbrake test prior to and after vehicle operation. Maneuvers vehicles within close tolerances when driving and backing over uneven ground and in narrow or congested areas, between buildings and other vehicles, between parked aircraft, and when positioning vehicles at loading docks. Operates vehicles on interstate highways, two lane winding roads, and steep grades in various weather conditions. Manipulates the dual braking system to prevent the semi-trailer from jackknifing. Ensures cargo is properly loaded, distributed and secured. Ensures load manifest, shipping, and accounting documents are with the cargo or load and reflect actual condition, quantities, and type of material. Completes log books, maintenance records, reports and other transportation documents for accurate accounting. Identifies and inspects cargo for obvious damage and/or needed repairs prior to transportation.

(2) Drives one or more types of vehicles such as sedans, vans, pickups, panel, and flatbed trucks, which typically have a gross vehicle weight of 10,000 pounds or less, on local and public roads at highway speeds. Maintains a fleet of assigned vehicles. May perform a variety of extensive servicing and light maintenance work on assigned vehicles such as oil levels, coolant levels, windshield washer fluid levels, power steering fluid levels, belts, hoses, tire pressure, and fuel as per required preventive maintenance guidance. Ensures assigned vehicles have current inspection forms and accident forms. Performs vehicle inspections to check for vehicle misuse and abuse. Keeps assigned vehicles in good appearance and ensures vehicles are in top-notch condition for mission readiness and safety.

(3) Operates electric, LPG, gasoline, or diesel powered fork lift trucks to include all-terrain fork lift trucks which are capable of lifting loads weighing 10,000 pounds as high as 168 inches. Drives fork lift trucks on streets and wood, concrete, or similar type floors through narrow aisles in buildings, warehouses, aircraft hangers, around aircraft and in such confined spaces as railroad cars, trucks, and semi-trailers. Transports items that are bulky and unwieldy utilizing appropriate load balance and adequate protection for items. Occasionally operates lift trucks on gravel roads and/or rough terrain.

(4) Manages, coordinates, and schedules MILSTRIP Documented Cargo movement for the installation. MILSTRIP Documented Cargo will include delivery of supplies and equipment by using a Time Definite Delivery (TDD) concept. Provides daily Pick-up and Delivery operation of inbound MILSTRIP cargo and Issues from supply points to various locations and units on base. Determines appropriate handling methods and equipment needed to move items. Provides pick-up and delivery services for priority and routine MILSTRIP turn-ins and shipments. Provides pick-up and delivery service for Non-MILSTRIP items to include GPC purchases only when unit does not have a means to move the cargo. Uses automated and non-automated tracking processes for cargo accountability and maintains applicable forms. Ensures documents are with and match the cargo they are attached to. Reviews records and logs to ensure proper turn in of accountable documents and is responsible for document accountability to include locating lost or misplaced documents.

(5) Conducts dispatch operations through planning and scheduling of Vehicle Operation's resources to meet transportation support requirements. Operates and/or provides transportation services for distinguished visitors and special events. Operates and/or provides TAXI service when needed. Operates and/or provides bus service for base needs. Operates and/or provides tow and recovery service for damaged and disabled vehicles. Receives and validates requests for ground transportation support services to include U-Drive-It requests to ensure official use compliance in accordance with established directives and policies. Reviews and evaluates requests exceeding the installations Permissible Operating Distance. Maintains requests for transportation service in the OLVIMS Dispatch Module. Compiles and generates monthly reports, using OLVIMS, analyzing vehicle and driver utilization to include but not limited to miles, hours, cargo weight, and fleet readiness.

(6) Administers the installation driver's records and licensing program. Serves as liaison with state and local Motor Vehicle Administration and the Department of Transportation authorities on licensing and ground transportation matters; ensures compliance by base agencies. Sends reports for expired/obsolete drivers license to base work centers. Manages the suspended and/or revoked drivers license process. Validates, coordinates, and maintains all unit vehicle master plans of instruction (POI). Initiates vehicle trainer background investigations. Serves as the wing vehicle misuse prevention monitor and documents, tracks, and files reported cases of vehicle misuse.

(7) Administers the installation vehicle training and validation certification program. Responsible for the development and administration of written tests, pre-trip evaluations, and over-the-road evaluations of trainees (military, contract personnel, federal and state civilian) for general purpose commercial vehicles designed to carry 16 or more passengers, general-purpose commercial vehicles exceeding 14,000 GVW, and all commercial Tractor/Trailer combinations. Coordinates with ground safety and security forces on routes used for evaluations. Ensures operators are qualified before adding these commercial vehicles to member's GOV license.

(8) Adheres to and enforces safety, fire, and housekeeping standards. Ensures safety procedures are followed when working with dangerous and hazardous cargo such as ammunition, radioactive, and corrosive material. Adheres to and ensures compliance with various safety regulations. Adheres to the wear of proper protective equipment (PPE).

(9) Develops, manages, and supports annual budget inputs to support equipment requirements. Maintains in a secure and safe area all required equipment. Inventories radios, chains, binders, straps, trip kits, GPS units, oversize load and convoy signage, and any other equipment as required.

(10) Assists the Distribution Manager as required in actions such as determining freight shipping requirements consistent with efficiency and transportation priorities. Formulates and prepares Commercial Bills of Lading (CBL) and procures transportation arrangements with commercial carriers and appropriate military services for equipment, supplies and material shipments. Determines and establishes freight shipping requirements utilizing the Cargo Movement Operation System (CMOS), Department of Transportation (DOT), and Department of Defense (DOD) guidance. Contacts local carriers for rates and arranges pickup and delivery services ensuring the consolidation of

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shipments when necessary. Procures military and commercial passenger travel reservations and prepares travel documents. Analyzes and interprets technical transportation requirements. Validate in-transit visibility (ITV) to ensure accurate control of cargo and passenger movement through the use of the Global Transportation Network (GTN). Provides technical guidance and system administrative assistance to support (CMOS) operations. Provides base level processing and manifesting for both cargo and passengers during peacetime, contingencies, and Air Expeditionary Force (AEF) movements.

(11) Performs warehouse work to include receiving and inventorying equipment, supplies and materials; loading and unloading of trucks; packing and unpacking material.

(12) Manages all dispatching of vehicles and the issuance of forms, credit cards or military driver's licenses. Additionally, manages files plan and all records disposition.

(13) Performs other duties as assigned to include Cargo Movement Element duties as needed.

#### **Specialty Qualifications:**

Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tie down principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

## **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, per ANGI 36-101
- 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.
  - 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.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.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/>)

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**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)

**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 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 identify how you have gained specialized experience for this position
- Applicants applying at the **WG-08** 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 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 a single PDF format document**
- **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

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E-MAIL APPLICATIONS TO: [jfhqorac.agr.omb@ang.af.mil](mailto:jfhqorac.agr.omb@ang.af.mil) (preferred method)

AMRDEC SAFE: To submit via a secure method may also be used.  
<https://safe.amrdec.army.mil/safe>

\*\*Note: - **Don't select encrypted email notification** as AMRDEC is already CAC enabled  
- Send to the Org email address: [jfhqorac.agr.omb@ang.af.mil](mailto:jfhqorac.agr.omb@ang.af.mil)

**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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