

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: AF14-559	OPEN DATE: 14 Aug 2014	CLOSING DATE: 5 Sep 2014
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UNIT/LOCATION:

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

POSITION:

LOGISTICS MANAGEMENT SPECIALIST

(Vacancy and grade contingent on resource availability)

PD #: D19570 MAX MILITARY RANK AT TIME OF HIRE: **MSGT / E-7**

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

GRADE/SERIES:
GS-0346-09

NOTES:

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

UMD Position #: 0960351 -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: **NET 1 SEPTEMBER 2014**

POSITION AFSC: 2S071**

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

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: CAPT MCDANIEL, 541-885-6656, DSN-830; SMSGT TINA MCKENZIE, 541-885-6185, DSN-830-6185

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 Operations Compliance Function, Logistics Readiness Squadron (LRS), Mission Support Group, at an ANG Aviation Wing. Its purpose is to be the point of contact for the Logistics Readiness Squadron deployment and training activities. Manages customer training and provides the Logistics Readiness Squadron forces with training and resources for deployed operations.

- (1) Reviews and evaluates all operations, deployment, contingency and exercise plans to ensure mission readiness for the Logistics Readiness Squadron. Analyzes exercise and contingency plans to determine required Logistics Readiness Squadron actions in support of mission requirements. Incumbent evaluates all equipment, manning and training requirements to meet deployment and pre-planned tasking. The position is responsible for coordination with other base organizations on applicable plans. This position manages the development of plans for deployments, contingency response, expeditionary support planning, sustainment, and redeployment. Prepares updates and reviews the Logistics Readiness Squadron contingency/ deployment, base support, and related plans. Coordinates plans and annexes with Logistics Readiness Squadron managers. Incumbent initiates all changes, modifications, additions and/or deletions to personnel and equipment tasking and assignments through the Logistics Readiness Squadron Commander.
- (2) Develops, manages and controls Logistics Readiness Squadron training and career development programs. Incumbent is responsible for Automated Training Systems, products, and a multimedia library and for developing training policies and procedures. This position provides training guidance and/or assistance to work center supervisors. Chairs and conducts meetings with management to resolve critical or controversial training issues. Develops training, conducts and or coordinates formal classroom training, to include readiness deployment training for all Squadron personnel. The incumbent makes arrangements for all formal schools to include technical schools for all squadron career fields, supervisory/management training and computer training. Plans and initiates cross-training and familiarization training to effect better personnel utilization.
- (3) Compiles and updates status of Logistics Readiness Squadron, to include tracking and reporting of personnel, training, equipment and supplies. The position is responsible for generation of reports and for the assignment of proper security, classification and storage of classified documents. Compiles and prepares Status of Resources and Training System, Defense Readiness Reporting System, and Air Expeditionary Force (AEF) Readiness Tool reports and provides status and readiness briefings to Squadron and Wing commanders. Identifies shortfalls and recommends corrective actions. The incumbent monitors personnel deployability. The incumbent implements local directives for the establishment and management of Personnel Readiness folders. This position includes responsibility for development, management and control of the deployment/redeployment of squadron personnel and equipment. Identifies requirements, develops procedures, and conducts training of assigned personnel.
- (4) Coordinates, develops, and administers management training programs for supervisory personnel. Incumbent instructs management personnel and trainers on the concepts, scope and objectives of training programs. This position monitors the training necessary to ensure understanding of the Air Force management system. The incumbent develops programs to ensure core task proficiencies. This job involves providing guidance to section supervisors in the selection of Enlisted Specialty Training (EST) trainers and task certifiers. The incumbent coordinates Air Force Training Course (AFTC) for personnel. EST program includes management, qualification, upgrade, job knowledge, proficiency, professional development and general military training. Coordinates and manages exportable courses and Career Development Course Programs. The incumbent advises commander on training deficiencies and problem areas and recommends solutions. In coordination with supervisors, prepares long-range career development programs for enlisted personnel. The job involves determining training requirements by reviewing and correlating documentation and balancing training needs against available resources. Performs curriculum development functions for supply customers and EST and conducts formal classroom training. The incumbent ensures development of Master Training Plan for each Flight in the Logistics Readiness Squadron.
- (5) Develops local training programs to accommodate supply procedural changes, and coordinates changes to other career field areas as directed, to improve operational effectiveness when management indicators reflect potential trouble areas. Prepares, schedules, coordinates or conducts Supply Customer related Block Training. Manages and conducts inspections of all squadron training areas to ensure that records are maintained in accordance with established directives.
- (6) 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.

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- 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.

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, <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 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 –

- Applicants applying at the **GS-09** level must have **24 months** experience in positions which demonstrate the required Specialized Experience

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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**
- **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)

To submit via a secure method **AMRDEC SAFE** 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

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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