

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: AF14-560a	OPEN DATE: 2 Sep 2014	CLOSING DATE: 3 Oct 2014
UNIT/LOCATION:	173D FORCE SUPPORT FLIGHT 173D FW, KLAMATH FALLS, OREGON	
POSITION:	MILITARY HUMAN RESOURCES (Readiness and Plans)	
(Vacancy and grade contingent on resource availability)		
PD #: D16240 & D16230	MAX MILITARY RANK AT TIME OF HIRE: MSGT / E-7	
	MIN MILITARY RANK AT TIME OF HIRE: SRA / E-4	
GRADE/SERIES: GS-0203-07	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: TBD	
UMD Position #: 0840605	POSITION AFSC: 3S071**	
Applicant must possess 3 Skill-Level in any AFSC to qualify		
This is a cross-training opportunity		
MINIMUM ASVAB SCORE REQUIRED: Admin = 41		
<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 JEFF ROWE, 541-885-6337, DSN-830-6337 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 within an Air National Guard Force Support Flight (FSF), Mission Support Group at an Air National Guard flying wing. The primary purpose is to assist a higher graded specialist in researching/studying/analyzing and administering all aspects of the assigned function(s). Performs duties in one or more program areas as described below. Incumbent identifies the scope or nature of a situation and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems or controversies pertaining to human resources matters.

DUTIES AND RESPONSIBILITIES (General):

--Assists the Human Resources Specialist (Military) in execution of the program by processing a wide range of military human resources transactions and providing technical assistance in executing programs related to any of a variety of military human resources program areas (i.e., Career Enhancement, Customer Service, Employments, Personnel Relocations, and/or Personnel Readiness). Analyzes the interrelationships and impact that various military human resources actions may have on military members.

--Provides technical and substantive clerical support in the administration of the human resources (Career Enhancements, Customer Service, Employments, Relocations, and Readiness), retention, training, and human resources systems. Processes a wide variety of personnel actions/transactions pertinent to the assignment, reassignment, promotion, training, separation, extension and retirement of enlisted and officer personnel in the military human resources programs. Maintains, files, researches/verifies accuracy of information, reviews and ensures completeness of material, and explains regulatory and procedural requirements pertaining to specific AGR/drill status job standards file.

--Researches, prepares, and processes human resources actions to include tour extensions, reassignments, separations, retirements, and training requests. Verifies, prepares, and issues DD Form 214 (Armed Forces of United States Report of Transfer or Discharge) upon termination of active duty status. Establishes and maintains Wing/supported unit-level human resources files on AGR/drill status guardsmen. Answers questions regarding and processes awards, decorations, and suggestions. Determines factual accuracy, procedural, and substantial completeness of records for

conformity with ANG and State regulations. Makes extensive reviews of records of enlisted/officer personnel to determine eligibility for continuation of tour or recommends removal from the active AGR program, and takes final action on all but unprecedented cases. Performs technical/clerical review prior to action officer's signature or other approving authority. Interprets and applies Air NGB and State regulations. Prepares military orders to include travel requirements, funding, and types of duty authorized.

Provides technical and clerical support in administering the Employment program. Researches and verifies information on requests for job announcements to ensure correctness and completeness. Prepares vacancy announcements in final form and ensures their distribution. Counsels employees and applicants seeking job information and/or placement, and furnishes information regarding vacancies and mandatory requirements for eligibility in the AGR Program. Ensures completeness of applications and requests additional information when necessary. Screens applications and establishes and maintains pertinent promotion/placement records to reconstruct each placement action.

--Provides guidance and technical assistance to supervisors, managers, and employees on a variety of military HR matters. Contributes to the resolution of complex military human resources problems through extensive research and analysis of problems, and by initiating corrective action to records when required.

--Prepares a variety of draft reports, statistical data, correspondence, and forms in final format. Monitors suspense system and replies from organizations. Maintains necessary records, files, and statistical data to ensure a viable program. Provides support in processing a variety of military human resources actions ensuring pertinent documentation is provided.

DUTIES AND RESPONSIBILITIES (Readiness):

--Provides input in development of plans for administration of contingencies and mobilization, maintaining accountability for all assigned deployed personnel, and Partial Mobilization (PM) management of activation orders in the event of Presidential Reserve Call Up (PRC), and in coordinating with wing Plans Office to support all unit deployments and wartime tasking. Works to resolve passport issues and processing and assists in carrying out the Military Personnel Appropriations (MPA) man-day program. Supports Contingency and Exercise deployments and provides procedural guidance to wing/unit commanders, supervisors, staff members, and unit deployment managers (UDMs) concerning deployment process. Provides input to the Wing/Unit Commander(s) on strength and other readiness issues. Participates in management of deployment systems and assists with Personnel Support for Contingency Operations (PERSCO) mission readiness and training. Safeguards and, when appropriate, destroys classified material in compliance with COMSEC procedures and in accordance with Air Force instructions, higher headquarters, and local guidance. Ensures TDY processing meets requirements for deployments, and participates in developing, establishing, and maintaining of work center training programs. Participates in analysis and subsequent determinations regarding personnel matters that may affect Active Guard

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Reserve (AGRs), traditional reservists, and/or family members. Participates in staff visits and trains personnel within the unit on Personnel Readiness programs for which they are responsible. Participates in preparation of and presents periodic briefings/orientations on mobilization procedures to commanders required to support deployments.

--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 AFECDA/AFODC

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 as written in the announcement
- Must have qualifying ASVAB score for cross-training, scores are reflected on your personnel RIP.
 - If ASVAB score does not meet the minimum required IAW AFMAN 36-2108, you may retest
 - Contact your servicing FSS, new scores are required for consideration before 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

AGR APPLICATION CHECKLIST:

- 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
- 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/>)
- DD Form 369, Police Record Check (attached), (Leave block 10 blank)

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) w/ PULHES listed

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

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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.

TECHNICIAN APPLICATION CHECKLIST:

- 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 **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 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

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)

Secure File Upload may be done at **AMRDEC SAFE:** <https://safe.amrdec.army.mil/safe>
(See attached AMRDEC SAFE Guide)

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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