

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: AF15-503	OPEN DATE: 26 Nov 2014	CLOSING DATE: 26 Dec 2014
--------------------------------------	----------------------------------	-------------------------------------

UNIT/LOCATION:

**142D LOGISTICS READINESS SQ.
142D FW, PORTLAND, OREGON**

POSITION:

SUPPLY EQUIPMENT MANAGEMENT

(Vacancy and grade contingent on resource availability)

PD #: 80965000 MAX MILITARY RANK AT TIME OF HIRE: **TSGT / E-6**

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

GRADE/SERIES:

GS-2001-09

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

1005104 -PROJECTED START DATE: **TBD / ASAP**

POSITION AFSC: 2S071**

****Applicant must possess 5 Skill-Level in 2S0x1 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 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 LARRY KELLER, 503-335-4269, DSN-638-4269

UNIT HR LIAISON: MSGT 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

This position is located in the Air National Guard, Mission Support Group, Logistics Readiness Squadron, Materiel Management Flight, Equipment Accountability Element of the Customer Support Section. The Equipment Accountability Element's primary purpose is to ensure accountability of in-use equipment and provide management control, oversight, coordination, and implementation of all equipment accounted for by the ANG Assistant USPF/O/Accountable Officer. This position is the primary point of contact for wing/base/supported organizations equipment accountability. Serves as a technical advisor to the Wing Commander, staff, base personnel, state, and supported Geographically Separated Units (GSUs) regarding policy and procedure pertaining to equipment accountability. A broad knowledge of general supply, storage, distribution, and inventory/accountability specializations is required; in addition knowledge of Federal, State, and USAF accountability and report of survey rules and regulations to ensure regulatory compliance.

DUTIES AND RESPONSIBILITIES:

- (1) Schedules and conducts formal organizational visits annually to each supported organizational account both on and off the installation to ensure custodians are adequately performing their accountability responsibilities. Verifies accountability of all capital equipment, nuclear related equipment, Communications Security (COMSEC) equipment, and performs a 10% random sample of remaining accountable assets. Ensures the unit has a process in place to account for pilferable items purchased with the Government Purchase Card (GPC). Provides the responsible officer and the responsible officer's group and wing commanders with a written report that identifies strengths, findings and observations. Maintains a suspense system to ensure replies and corrective action are accomplished within 30 days. Reviews replies to ensure noted discrepancies are corrected. Notifies the LRS Commander and responsible officer's group and wing commanders, in writing, of actions taken. Measures schedule effectiveness to ensure organizational visits are conducted annually and brief schedule effectiveness to Materiel Management Flight Chief and LRS/CC.
- (2) Ensures accountability of equipment assets purchased with the GPC and/or through Base Contracting. Ensures organizational commanders account for and control budget code 9 NFX assets valued over \$ 2,500.00 and those that are pilferable regardless of dollar value. Ensures assets are accounted for on the Organizational Visibility List (R15) and are inventoried at least annually or upon change of custodian.
- (3) Attends base deployment concept briefings to identify organizations deploying equipment. Coordinates with Equipment Custodians to identify equipment requirements for deployments. Requests deployment review listings through the GLSC or utilize similar listings and identifies equipment to be transferred or placed in a deployed status. Ensures deployed custodians are appointed and trained and understand what actions are required upon arrival at deployed location. Ensures Equipment Custodians coordinate requests for transfers with home station EAO who will in turn coordinate with higher headquarters. Processes necessary transactions to return assets from deployed status.
- (4) Identifies, coordinates and monitors War Readiness Materials (WRM) and mobility equipment requirements to ensure all authorizations are on hand, on order, or included in appropriate budget document. Ensures valid Unit Type Codes (UTC), Use Codes, and WRM codes are assigned.
- (5) Ensures Block III (AFEMS CBT and supplemental) training is conducted for all Equipment/ SPRAMS custodians and Block IV training for deployed custodians. Monitors and reviews item accounting procedures carried out by these personnel. Provides assistance and additional training when required. Conducts briefings for new squadron commanders relative to their duties as responsible officers for the safeguarding and control of government property. Ensures they understand the methods for relief of accountability of property under their control. Evaluates training needs of assigned subordinates, both full time and drill status personnel, and develops and administers required training.
- (6) Functions as the base Equipment Review Approval Authority in verifying and validating equipment requests in accordance with established Allowance Source Codes (ASC), and completing actions as required for Equipment Authorization Inventory Data (EAID) accounting. Utilizes AFEMS to determine and verify equipment authorizations for all supported organizations, to include assisting the Vehicle Maintenance and Analysis (VMA) in Registered Equipment Management (REMS) functions. Identifies, analyzes, interprets, and applies equipment allowance criteria to support assigned mission(s), weapons system(s), and other base equipment authorizations. Identifies and analyzes needs for reduced/increased equipment authorizations and significant technical changes.
- (7) Interprets ASC 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. Ensures ASC update reviews are conducted annually. Monitors the equipment excess program. Identifies unserviceable assets and determines the need and feasibility of contract or other maintenance. Plans, conducts, and coordinates equipment changes based on acquisitions of new weapons systems or changes in unit mission and supported functions. Identifies and processes the disposition of property upon termination of need or authorization.
- (8) Manages all equipment items with the exception of vehicles. Provides technical and administrative support to Accountable Officers, Commanders, responsible officers, and responsible persons in the control and accountability of Class

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

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

VII and Class IX (within Air Force Equipment Management System and Expeditionary Combat Support System) equipment assets in the wing. Interfaces with the proposed Air Force Fuels, Vehicles and Equipment Support Agency (AFFVESA) in regards to equipment management. Advises approving and/or appointing authorities on equipment policy and procedures affecting lost, stolen, damaged, or destroyed government property (Class II, VII & IX). Coordinates and directs deployment and redeployment of Class VII assets between Accountable Officers and Responsible Officers/Persons. Duties and responsibilities are prescribed in AFMAN 23-110, AFI 23-111 and AFI 23-302.

(9) Ensures unit requirements have been categorized as Critical/Important in the Equipment Requirement System (ERS) and has matching requisitions in all automated systems. Ensures custodians are aware of changes regarding the ERS. Reviews and analyzes data from which budget estimates are developed pertaining to equipment requirements. Reviews, corrects rejects and variances when those duties are not assumed by the Global Logistics Support Center. Verifies accountability of all capital assets valued over \$100,000 by reviewing and entering required information into AFEMS for the Chief Financial Officer (CFO). Utilize AFEMS to validate equipment item record data.

(10) Ensures a semi-annual reconciliation of all Communications Security (COMSEC) items and annual small arms reconciliation are processed and all discrepancies resolved. Coordinates with the GLSC to monitor the reconciliation of the COMSEC and Weapons control files and assets. Ensures COMSEC and small arms assets are inventoried and inventories documented IAW AFMAN 23-110 and MAJCOM directives.

(11) Creates computer inputs, maintains Master CA/CRL Jacket Files and Master SPRAM Jacket Files, and corrects errors identified on listings relating to equipment. Schedules and reviews organizational equipment/SPRAMS accounts in conjunction with custodians' annual inventory. Ensures R14 CA/CRLs are produced at least annually for inventory and that the applicable custodian and commander have signed the CA/CRL. Establishes and maintains a suspense system to ensure that validations and cancellations are input to the supply computer system as appropriate.

(12) Develops, implements, and provides for administrative functions in the element. 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 higher headquarters. Generates specialized reports pertaining to equipment management using Discoverer. Maintains current appointment letters/records, allowance documents, registers, vouchers, files, etc. Clears departing personnel. Provides Cargo Movement and Customer Support Liaison Element with a current list of equipment custodians.

(13) Establishes, develops, and maintains effective working relationships with the MAJCOM Command Equipment Management Office (CEMO), GLSC, supported organizations, and higher headquarters. Meets with customers to assess customer satisfaction, explain organization policy and procedures, and to resolve significant and/or potential problems. Provides customer guidance and training. Identifies the need for, and participates in special projects and initiates milestones and goals. Evaluates, analyzes, and responds to higher headquarters tasking. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues impacting supporting organizations.

(14) 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/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

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

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

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.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 General's 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 **GS-09** 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**

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

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

- **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: jfhgorac.agr.omb@ang.af.mil (preferred method)

Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(example: AF15-5xx – Doe)

Do not send encrypted emails to the email address listed above

Secure File Upload may be done at **AMRDEC SAFE:** <https://safe.amrdec.army.mil/safe>
(See attached AMRDEC SAFE Guide, **Do Not** send encrypted emails via AMRDEC)

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*

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