

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: AF15-519	OPEN DATE: 11 Feb 2015	CLOSING DATE: 13 Mar 2015
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UNIT/LOCATION:

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

POSITION:

FUELS SUPERINTENDENT

(Vacancy and grade contingent on resource availability)

PD #: D08100 **MAX MILITARY RANK AT TIME OF HIRE:** **SMSGT / E-8**
GRADE/SERIES: **MIN MILITARY RANK AT TIME OF HIRE:** **TSGT / E-6** (promote eligible to E-7 per AFI 36-2502)
WS-5413-08 **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
0960334 -PROJECTED START DATE: **TBD**

POSITION AFSC: 2F091**

****Applicant must possess 7 Skill-Level in 2F0x1 AFSCs to qualify****

This is not a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Gen = 38 and Mech = 47

*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: CMSGT JEFFREY ROWE, 541-885-6115, DSN-830-6115

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

The primary purpose of this position is to supervise workers, either directly or through one or more subordinate leaders and/or supervisors, in accomplishing the operations of a distinct organizational unit or work shift and to perform associated non-supervisory work.

1. Maintains and operates petroleum, missile and alternative fuels and cryogenic facilities and equipment. Receives, stores, and issues petroleum fuels and cryogenics products. Performs quality analysis on petroleum and cryogenics products. Performs in-depth maintenance on fuels handling vehicles and equipment dispensing systems and operator maintenance on facilities. Prepares receipt, inventory, and issue documents for fuels and cryogenic products accounting. Operates specialized mobility fuels equipment.
2. Directs receipt storage and issue operations for petroleum, cryogenic, and alternative fuel products. Projects product requirements, places orders for products, and performs product receipt operations. Ensures proper handling and segregation of products received and verifies quantity and quality. Documents discrepancies in product receipt quantities and quality. Isolates off-specification products and takes appropriate actions to correct quality problems. Operates and maintains cryogenic production plants. Ensures compliance with all safety and environmental regulations.
3. Maintains storage and dispensing facilities. Rotates stocks to prevent product quality degradation. Ensures an effective operator maintenance program is carried out. Performs operator checks and routine maintenance on facilities. Maintains inspections and maintenance records for facilities. Reports facility deficiencies to appropriate maintenance activity. Initiates facility upgrade and construction projects. Manages fuels mobility support equipment used for bare base operations. Maintains and operates fuels mobility support equipment. Maintains cryogenic storage tanks.
4. Performs technical fuels functions. Operates fuels control center to monitor all product movements and ensure timely response to mission requirements. Coordinates refueling requirements with supported agencies and ensures appropriate prioritization of support requirements. Ensures an effective vehicle maintenance program is carried out on related fuel dispensing components. Operates mobile and hydrant refueling equipment to dispense products to aircraft and ground support equipment and facilities. Operates cryogenic storage tanks to dispense products. Calculates and documents issue transactions for all products.
5. Maintains fuels and cryogenic records. Ensures accuracy of receipt, inventory, and issue documents. Processes computer transactions to ensure proper billing and payment for all product receipt and issue transactions. Monitors product temperature and handling gains and losses to ensure they are within authorized tolerance. Compiles data and generates recurring reports. Monitors inventory levels to ensure adequate stocks are on-hand to support peacetime and pre-positioned wartime stock requirements. Compiles consumption data and monitors energy conservation goals. Inputs data into the Fuels Automated System (FAS) and the Standard Base Supply System (SBSS) to ensure accurate accountability and visibility of capabilities and support limitations. Electronically transfers fuels transactions to the FAS. Reconciles all databases to ensure all transactions have processed correctly.
6. Maintains quality control of petroleum fuel, and cryogenic products. Operates and maintains laboratory test equipment. Collects and analyzes product samples from receipt sources, bulk storage tanks, and dispensing equipment. Documents analysis results in FAS and reviews quality trend analysis records. Establishes a sample correlation program with the aerospace fuels area laboratory to ensure the integrity of the base-level analysis procedures. Collects fuel samples from crashed aircraft and submits them to the area laboratory for full specification analysis. Ensures an effective product segregation and recovery program is implemented. Implements the lockout, tag out program to prevent the use of substandard fuel or facilities.
7. Establishes personnel controls, training program, and supply administrative procedures. Monitors unit manning document and allocates personnel to authorized positions. Oversees unit personnel readiness. Participates in mobility planning, submission of resources and training system data, and evaluates and approves unit type code changes.
8. Performs vehicle maintenance activities on refueling vehicles and equipment fuels dispensing pumping systems. Determines the overall mechanical condition of vehicles and equipment, corrections of deficiencies required, and affects repair. Systematically analyzes malfunctions by visual and auditory examination or through the use of test equipment. Reassembles, adjusts, and tests repaired units for proper operation. Calibrates and adjusts pumps, meters, safety unit proportioning devices, and limiting devices to ensure proper operation. Performs hydrostatic hose testing of refueling vehicles and equipment. Performs preventative and special maintenance and uses technical publications in maintaining vehicles to prescribed manufacturer's maintenance schedule.
9. Performs other duties as assigned.

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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/AFODD

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
- 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/>)
- AF Form 422, Physical Profile Serial Report (CURRENT within 12 months)
- DD Form 369, Police Record Check (attached), (Leave block 10 blank)

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

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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 **WS-08** level must have **36 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: jfhorac.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)

Encrypted emails may be sent to the email address listed above

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

(Reference AMRDEC SAFE Guide online, **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*

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