

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: AF15-524	OPEN DATE: 11 Mar 2015	CLOSING DATE: 1 Apr 2015
UNIT/LOCATION: 116TH AIR CONTROL SQUADRON WARRENTON, OREGON		
POSITION: TRAINING MANAGEMENT CRAFTSMAN (Vacancy and grade contingent on resource availability)		
PD #: 80681	MAX MILITARY RANK AT TIME OF HIRE: MSGT / E-7	
GRADE/SERIES: GS-1702-07	MIN MILITARY RANK AT TIME OF HIRE: TSGT / E-6 (if Applicable)	
UMD POSITION #: 0708332	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 / ~ 1 MAY 2015	
POSITION AFSC: 3S271**		
Applicant must possess 7 Skill-Level in 3S2x1 AFSC's to qualify		
This is not a cross-training opportunity		
MINIMUM ASVAB SCORE REQUIRED: Gen = 59		
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		
AREA 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: MSGT STAN BRAWLEY, CSS SUPERVISOR, DSN 638-7810 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 Commander Support Staff, Air Control Squadron (ACS). Its purpose is to be the point of contact for the Air Control Squadron training activities.

(1) Oversees, monitors, and evaluates military/ancillary training requisites for the unit. This includes enrolling members in formal technical school training and career development courses (CDCs); oversight of the On the Job Training (OJT) program; and providing information on available formal and informal computer based training (CBT); all of which are essential or contribute to ACS the daily operations, training, and readiness missions. Subject matter areas for which training is administered involve a wide variety of technical, professional, clerical, and operations skills commonly found in the ACS. Advises the commander, training officers, and supervisors on the status, progress, and programming of training. Plans and complies training projections for out years based on growth and attrition projections, and conversion of weapon systems. Forwards unit training projections to NGB, Major Command (MAJCOM), and requesting organizations. Monitors and reviews all training applications to ensure the proper documentation, justifications, and qualifications; and that member meets all prerequisites. Analyzes available training resources, investigates cost effective alternatives and recommends alternative training processes i.e., CBRT, Distributed Learning, etc. Coordinates with higher headquarters on matters pertaining to formal school training quotas. Identifies resources and funding requirements to accomplish required training.

(2) Monitors and evaluates the OJT training programs for the squadron to ensure required training objectives and directives are achieved. Develops and implements local policies and procedures for uniform and effective internal OJT program management. Conducts OJT meetings in accordance with applicable directives. Provides instruction on training concepts, scope, objectives, responsibilities and procedures to the commander, supervisors, trainers, certifiers, and trainees. Develops lesson plans and instructs the Air Force Trainers Course and refresher course. Reviews personnel records and reports to determine training status of assigned personnel. Ensures that personnel are entered into appropriate training and adequate training materials, such as Career Development Courses (CDCs), are obtained. Reviews training progress of personnel and initiates appropriate corrective action for substandard training progress. Determines the validity of requests for retraining. Advises Commander and supervisors on matters pertaining to extension course institute and CDC programs and trainee progress. Evaluates the administration, operation, and effectiveness of the overall training program, and prepares written reports. Provides guidance on and reviews unit training waivers and CDC extensions/reactivation/reenrollments requests, for adherence to applicable regulations.

(3) Instructs management, section supervisors, and trainers on the concepts, scope, and objectives of management training programs. Directs, conducts, and monitors the training necessary to ensure understanding of the AF management system. Monitors training to ensure the proper use of instructional methods and techniques. Confers with management and key operating personnel to discuss factors pointing to training needs, problems, and the goals of training. Reviews training programs through analysis of reports, CDC results, USAF, MAJCOM and NGB directives.

(4) Monitors the upgrade training (UGT) program by establishing policies and procedures to provide a uniform and effective program. Conducts meetings to familiarize training supervisors with concepts, scope, objectives, methods, and procedures pertinent to upgrade training. Works with supervisors to develop or make changes to the Master Task Listing (MTL) based on the Career Field Education and Training Program (CFETP) files to effect additions, deletions, or changes to training requirements.

(5) Serves as the Administrative Site Coordinator for Distributed Learning; responsible for registering site to receive live broadcast, registers students, receives course materials and controls test materials. Coordinates with Technical Support Coordinator to ensure all required equipment is operational to receive live broadcast. Administers course materials to students, conducts progress checks, administers and grades exams. Completes and forwards all required administrative documents to course manager.

(6) Schedules and conducts Staff Assistance Visits (SAVs) to evaluate unit and functional area training programs and determine compliance with current instructions and directives. Ensures training programs meet continuously changing mission requirements. Reviews the accuracy of unit and functional area training documentation.

(7) Serves as the squadron's liaison with the Military Personnel Flight (MFP) for all OJT matters; as well as with Field Training Detachment (FTD), Air Education and Training Command (AETC) advisory services, film libraries, and other training device resources and ensures their effective utilization in support of ACS and related training programs.

(8) As unit Test Control Officer, administers controlled tests for personnel enrolled in mandatory/voluntary CDCs, Professional Military Education (PME) programs, Distributed Learning, and CBT courses. Authorizes, trains, and oversees the appointments and actions of test proctors when required.

(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/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
- 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 **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: 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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