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:
NORMAN.A.OLSON.MIL@MAIL.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: AF15-525	***OPEN DATE:*** 27 Mar 2015	***CLOSING DATE:*** 17 Apr 2015

UNIT/LOCATION:

142D FIGHTER WING HQ
142D FW, PORTLAND, OREGON

POSITION:

EXECUTIVE ADMINISTRATIVE ASSISTANT
(Knowledge Operations Management)

(Vacancy and grade contingent on resource availability)

PD #: D17460

GRADE/SERIES: *GS-0301-07*

UMD Position #: 0976165

MAX MILITARY RANK AT TIME OF HIRE: **MSGT / E-7**
MIN MILITARY RANK AT TIME OF HIRE: **N/A**

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***

POSITION AFSC: 3A171**

****Applicant must possess 3 Skill-Level in any AFSC to qualify****

This is a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Admin = 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

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: 142 FW/CCE, 503-335-4197, DSN 638-4197
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 at the 142d Fighter Wing Headquarters. As a representative of the headquarters staff, incumbent must epitomize the highest levels of professionalism, competence, and military standards.

Primary duties: serve as the focal point, local authority and expert source of information for all administrative functions and support for the organization. Functions include correspondence and management of records; documentation management; printing and duplication; publication and forms management; reference library; special orders; receipt, storage and control of sensitive documents. Creates manual and electronic file plans utilizing AFRIMS; applies file cutoff procedures and archives records. Knowledge of MilPDS work to support Command Support Staff duties; personnel data control, and tracking of civilian and military travel orders; annual training, special training and other orders, to include special authorizations; reconciles the orders process with the workday accounting program to ensure validation of orders requirements. Focal point for processing all orders in the AROWS system to include AT/ST/CMAS and TDYs. Develops procedures that affect administrative management and program development within the unit. Complies with Privacy Act and Freedom of Information Act procedures and provides assistance to ensure others comply.

Serves as the Distributed Client Systems Technician. Provides technical support and troubleshooting for daily network operations including identifying issues and resolving problems, and documenting the problem history and solution. Explains complex network concepts. Installs and configures application software to run on stand-alone computers or networked systems. Maintains automated configuration control files and registers software. Installs and maintains microcomputers. Performs maintenance, troubleshooting, installation operation, and testing of microcomputer-based systems. Gives briefings to new personnel on computer operations. Monitors and manages information system security programs. Reports security incidents and formulates and applies corrective security procedures.

Incumbent will have additional duties which include but are not limited to GPC card holder, Unit Security Manager, Unit Training Manager and Unit Deployment Manager.

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 AFECD/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
APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.
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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/)
- ❑ 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 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 –

- ➢ Within your resume identify how you have gained specialized experience for this position
- ➢ Applicants applying at the **GS-07** 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 QUESTIONAIRE 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

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E-MAIL APPLICATIONS TO: norman.a.olson.mil@mail.mil (preferred method)

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