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

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF15-521a	***OPEN DATE:*** 12 Mar 2015	***CLOSING DATE:*** 31 May 2015

UNIT/LOCATION:

173D FORCE SUPPORT FLIGHT
173D FW, KLAMATH FALLS, OREGON

POSITION:

BASE SERVICES MANAGER
(FLIGHT SUPERINTENDENT)

(Vacancy and grade contingent on resource availability)

PD #: D20420

GRADE/SERIES: *GS-0301-11*

UMD Position #: 0750386

MAX MILITARY RANK AT TIME OF HIRE: **MSGT / E-7**
MIN MILITARY RANK AT TIME OF HIRE: **SSGT / E-5**

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 / NET 1 AUG 2015***

POSITION AFSC: 3M071**

****Applicant must possess 7 Skill-Level in 3Mxxx AFSC's to qualify and have 24 months Services Experience****

This is not a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Gen = 24

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 DALE KEEFER, 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 at an Air National Guard Flying Wing, Mission Support Group, within the Force Support Squadron. The primary purpose of the position is to evaluate, plan, organize, and direct Base Services functions in support of federal, state, and local missions. The incumbent serves as supervisor and primary point-of-contact for Services-related programs, missions, functions, activities, and events for the wing and its assigned Geographically Separated Units (GSU).

This Position is located at 173 Fighter Wing, Klamath Falls Oregon. Personnel assigned to the 173d Services Flight may participate in recovery operations as a result of natural and manmade disasters. May be subject to deployment and employment in support of Air Expeditionary Force rotations or by order of the Governor of Oregon.

(1) Ensures Services combat readiness is achieved through the analysis, supervision, development, and implementation of Base Services programs, missions, functions, activities, and events. Performs evaluation of unit manning document (UMD) and flight force structure to ensure personnel resources are identified, recruited, filled, retained, and employed. Analyzes designed operational capability (DOC) statements, status of skill-level and ancillary training for assigned personnel and availability and condition of required equipment. Provides recommendations to senior staff for submission and up channeling of readiness reports. Develops, accomplishes, and submits critical program reviews and status reports via chain-of-command and readiness reporting systems in accordance with National Guard Bureau (NGB) and Joint Chiefs of Staff (JCS) combat requirements. Researches, verifies, and implements MAJCOM initiatives to maintain consistency with Total Force requirements. Develops, publishes, and/or supervises accomplishment of tactical/strategic training plans and operating instructions to optimize readiness posture in changing combat environment.

(2) Serves as the primary point-of-contact for wing Services matters. Provides technical guidance and recommendations regarding program operations and effectiveness to squadron commander on a daily basis. Compiles, evaluates, and briefs readiness, training, and operations tempo information to include limiting factors. Accomplishes constructive and documented review of program deficiencies, coordinates or directs appropriate corrective actions and provides progress reports via the chain-of-command.

(3) Manages the base Subsistence and Food Services Programs. Plans requirements for unit training assemblies, annual training exercises, deployments, and humanitarian support missions. Orders, receives, inspects, and stores subsistence items. Reviews and approves subsistence requisitions, ensures accomplishment of required documentation, and compliance with USAF/ANG standards. Accomplishes walk-through inspection of food operations to include equipment operability, facility cleanliness, menu accuracy, plus fire, safety, and sanitation compliance.

(4) Prepares, manages, and maintains a comprehensive annual budget and related contracts for Services training, equipment, and supplies, as well as official travel within the Operations and Maintenance (O&M) and Military Personnel (MILPERS) appropriations. This includes specific program ownership, administration, and oversight of wing Subsistence and Contract Quarters funds. Manages Services unit supply program to ensure required stock or consumables are available. Reviews Table of Allowances (TAs) for required equipment and monitors Custodian Authorization –Custody Receipt Listing (CA/CRL) for accuracy and accountability. Identifies unfunded requirements to squadron commander. Coordinates purchase requests, statements of work, and bid solicitations with Contracting Office and maintains related program documentation, continuity binder, and operating instructions.

(5) Manages the base Lodging Program. Develops, publishes, and briefs lodging policies, guidelines, and requirements for wing and GSUs. Manages Blanket Purchase Agreements (BPA) with host base lodging and contract hotels for UTA/AT attendance, hosted conferences, and other unit-sponsored events.

(6) Reviews higher headquarters plans and taskings, determines impact on Services activities, and prepares related summaries for higher-level reviews. Coordinates acceptance (or reclama) of taskings with chain-of-command and higher headquarters. Manages and requests theater clearances, Military Personnel Appropriation (MPA) manday's, and special orders for activated and deployed personnel. Documents and provides lessons-learned documentation.

(7) Maintains the on-line Prime Readiness in Base Services (RIBS) Manager's guide to document program continuity. Formulates, drafts, publishes, updates, and employs plans, policies, and operating instructions for Prime RIBS administration to improve or sustain operational efficiency. Provides guidance and defines requirements for RIBS combat support during contingency operations and conventional regional conflicts in accordance with the War Mobilization Plan (WMP). Establishes and maintains the Prime RIBS Team Management Book and ensures recall plans, status reports, training schedules, deployment kits, etc. are relevant, complete, accurate, and up-to-date.

(8) Maintains close working relationship with, and provides liaison between, squadron commander, wing senior leadership, active duty host, NGB/A1S, and gaining MAJCOM for management of manpower, budget, training, deployment, and coordination of Base Services programs. Provides technical guidance to wing, GSUs, and host Services personnel

concerning all Services programs and customer support. Manages and ensures effective accomplishment of all administrative functions for customer support activities.

(9) Plans, coordinates, monitors, and documents Services training activities for Unit Training Assemblies (UTAs) and annual training (AT) periods. Evaluates annual training exercises, UTAs, and other Services support requirements for potential amendment or revision to flight training programs.

(10) Manages the flight mobility program. Monitors, reviews, schedules, and oversees update of personnel readiness folders (PRF). Plans and programs unit deployments to include manpower, transportation, deployment dates, facilities, communications, equipment, vehicles, formal training quotas, and grade waivers. Determines capability of Services unit to meet requirements specified in plans and identifies Services limitations on equipment capabilities, personnel, etc. Coordinates with tasking activities to commit personnel and equipment. Coordinates procurement of critical items when shortages occur. Coordinates with host base Services, senior commander, gaining MAJCOM and NGB/A1S concerning formulation of policy and the Services-provided mission resources. Prepares and defends proposals for changes in Services unit type codes (UTC) and policy to squadron commander.

(11) Prepares and reviews annexes to operations, plans, and orders as they pertain to Services [e.g., Base Support Plans (BSPs), Joint Support Plans (JSPs), and Air Base Operability (ABO) plans]. Ensures all critical Services support is included in these plans and the RIBS team is either capable of meeting the tasked level of services (i.e., has adequate trained personnel, equipment, and supplies) and/or identifies limiting factors to the squadron commander.

(12) Develops directives, plans, and programs relative to Services of MAJCOM-gained resources. Implements Services plans, training, and programs throughout wing/GSUs and coordinates initiatives between higher echelons, lateral organizations, and host.

(13) Administers, monitors, and documents wing Private Organizations, Non-Appropriated Funds (NAF), and Unit Welfare Funds. Maintains files for Private Organizations and ensures financial statements, documents, records, and procedures comply with Air Force Instructions/Regulations. Briefs chain-of-command on program requirements, including definitions, types, roles and responsibilities, establishment, operation, and dissolution procedures. Ensures Private Organizations operate within guidelines set for by the installation commander. Provides financial data annually to MAJCOM and HQ AFSVA/SVFAF. Ensures maximum availability of Non-Appropriated Funds to the wing according to installation policies. Manages the Unit Welfare Funds (UWF) and ensures disbursements, accounting, and auditing procedures are accomplished in accordance with established policies. Provides guidance to commanders on appropriate use of funds. Maintains and inspects related operating instructions and program continuity binders.

(14) Manages the base Mortuary Affairs Program. Coordinates with higher headquarters on eligibility status of deceased Guard personnel. Establishes case files as appropriate. Coordinates military honors for eligible personnel. Manages, trains and equips base Fatality Search and Recovery team (FSRT). Briefs mortuary officer on status of remains to higher headquarters and senior base officials. At tenant locations, serves as the unit point of contact for necessary emergency/mortuary services.

(15) Provides direct technical and administrative supervision over the work of subordinate Air Technician/AGR personnel. Interviews and selects to fill vacancies. Orients new employee, explains job requirements, prepares employee performance standards. Provides technical advice, instructions, and answers to technical questions posed by subordinates. Provides training and cross training to ensure continuity of operations at all times. Plans work schedules on a weekly or project basis to assure an even flow and distribution of work. Reviews work in progress, upon completion, or on spot-check basis. Grants leave, rates employee performance, initiates action to commend or discipline subordinates and performs other administrative functions as required. Resolves complaints of employees. Contacts higher levels of supervision or other organizations, as appropriate, for information purposes.

(16) Conducts surveys of wartime operating locations, combat readiness sites, and other deployment locations for Wing/GSU aviation or combat support deployments. Coordinates with project officers, participates in related site surveys, and ensures applicable exercise plans are accurate and readily available. Researches and obtains information about deployment sites, e.g., country location, customs, and people. Manages and ensures effective coordination, accomplishment, and sustainment of Services-related administrative functions at both home-station and deployed locations.

(17) Manages Services self-inspection program and ensures all inspection discrepancies are answered and corrective actions are accomplished and documented. Coordinates with squadron commander to assign responsibility and accountability for accomplishment of self-inspection checklists to include required research of applicable DOD, USAF, and ANG instructions, identification and location of substantiating documentation, and status reporting for potential actual non-compliant areas and programs.

(18) Manages the Home Community Care program. Locally markets the program to base personnel and communicates childcare availability on a regular basis. Reviews Home Community Care provider contracts and administers program within scope of contract. Develops criteria-based waiting list for reservation requests exceeding available childcare slots. Accepts reservations from members, compiles, and forwards reservations to contracted provider as appropriate. Provides

confirmation of reservation or notification of waiting list placement to members as applicable. Fills available childcare slots based on cancellations with members from waiting list. Confirms childcare attendance and documents no-shows. Attends periodic site visits as required or requested by NGB/A1SR and in accordance with program guidelines. Tracks and scrutinizes utilization rates and provides recommendations on program to NGB/A1SR.

(19) 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

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 (on website), (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.

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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-11** 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

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 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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