

# 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:  
[usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto:usaf.or.142-fw.mbx.jfhq-or-ac-agr@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

<b>ANNOUNCEMENT NUMBER:</b> AF16-501	<b>OPEN DATE:</b> 13 Nov 2015	<b>CLOSING DATE:</b> 4 Dec 2015
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**UNIT/LOCATION:**

**JOINT FORCE HEADQUARTERS - AIR  
SALEM, OREGON**

**POSITION:**

**MANAGEMENT ANALYST & HUMAN RESOURCE SYSTEMS MANAGER  
(MILITARY AND INFORMATION SYSTEMS)**  
**AGR RESOURCED POSITION ONLY, CONTINGENT ON RESOURCE AVAILABILITY**

**PD #: D10600 & MAX MILITARY RANK AT TIME OF HIRE: SMSGT / E-8**  
80526E

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

**GRADE/SERIES:**  
AGR Only

**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 APR 16**

**UMD Position #:**  
0813342

**POSITION AFSC: 3S091\*\***

**\*\*Applicant must possess 7 Skill-Level in 3Sxxx AFSC's to qualify\*\***

**This is not a cross-training opportunity**

**MINIMUM ASVAB SCORE REQUIRED: Admin = 41**

*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: CMSGT ULANA COLE, 503-584-2223, DSN-355-2223

UNIT HR LIAISON: CMSGT NORMAN OLSON, 503-584-2226, DSN- 355-2226

**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 *Anderson Readiness Center or Human Resources Office* of the Oregon Air National Guard. The purpose is to manage ANG full-time manpower requirements; provide manpower advisory services for all state levels of command. To plan, organize, administer, and troubleshoot the operation and data base integrity of the Military Personnel Data System (MILPDS) in support of military human resources management functions. Provides technical guidance regarding the overall scope of MILPDS and interfacing systems to identify and solve personnel system related problems which could inhibit or prevent a high state of readiness. Utilizes Commanders Human Resource Intelligence System (CHRIS) to generate reports and tracking matrix for personnel and Unit Manpower Document positional data.

This position requires military membership. It is designated for National Guard enlisted incumbency only. In accordance with AFMAN 36-2108, incumbent performs duties necessary to accomplish military human resources functions in support of programs essential to state Air National Guard daily operations, training and readiness missions.

### Duties:

Manages full-time manpower requirements for the state. Reviews authorizations for all Air National Guard manpower requirements; manages Manpower Resource Voucher (MRV) and Unit Manning Document (UMD) for local changes and necessary error corrections with applicable program analysts; receives, validates, coordinates, and tracks projected organizational Manpower Change Requests (MCR) through the use of the MCR and Reporting System (MaRS) with affected program managers, JFHQ-OR-AC and NGB/A1 offices.

Coordinates with HRO to receive and validate monthly Personnel Management File (PMF) against the MRV, and UMD products to ensure accountability for fulltime military work force structure. Monitors fill rates of manpower requirements for agreement with National Guard Bureau's and state Adjutant General's guidance and makes recommendations for potential organizational fills based on force structure changes, funds availability and mission requirements.

Provides broad management advisory services. Advises on supervisory ratios, manpower design concepts, and organizational structures. Assists supervisors in the development of exceptions to manpower standards based on job analysis, supervisor input, and knowledge of the organization. Researches and prepares comprehensive justification for additive or deviations to manpower standards, to include Organization Change Requests (OCR's). Advises supervisors on the impact of manpower changes on grade levels, organizational structure and mission accomplishment prior to affecting changes. Keeps abreast of projected force structure changes and the effects on organizational structures and impact to position management. Advises managers of methods to limit adverse impact and project enhancements based on currently filled positions and structures of organizations affected by realignments and force structure changes.

Participates in long range planning with organizational managers to properly organize and structure, to enhance mission accomplishments, classification accuracy, to ensure military compatibility, and allow for upward mobility both full-time and militarily. Identifies problems which impact managers of other programs or human resources specialties and works to resolve problems of more than average difficulty and ensures effective resolution in accordance with law and regulation.

Analyzes and resolves operational problems and ensures compliance with military human resources policies, regulations, objectives and management procedures. Provides direction and gives advice to section chiefs and representatives of serviced organizations on methods of approach to systems related discrepancies discovered through analysis.

Coordinates with AF, Air Reserve Personnel Center, The National Guard Bureau, Air National Guard State Headquarters and base functional areas on new data human resources programs and system procedures. Serves as the FSS/FSF liaison for systems with higher headquarters, FSS/FSF work functions, unit commanders, etc.

Performs formal and informal training on utilization of MILPDS, and other related systems to all organizational assigned users. Researches, develops, reviews, and updates training materials as needed. Obtains and arranges classrooms, audiovisual equipment, and on-line computer training aids.

Analyzes and compares data between MILPDS and interfacing systems. Analyzes products by comparing and verifying data for mismatched or missing data. Identifies discrepancies, takes corrective actions, and reports to appropriate functional OPR. Advises managers of methods to limit invalid data input and recommends enhancements to procedures based on a broad knowledge of the human resources career field.

Monitors and controls the input/output for MILPDS; manages, schedules, composes, modifies and retrieves query products, in specified formats for internal and external users. Coordinates with host system manager to ensure incoming human resources data traffic is processed completely, timely and in proper sequence. Constructs, maintains and makes changes to local and central tables and coordinates changes to these tables.

Prepares comprehensive human resources management reports. Receives, evaluates and processes requests and when necessary, develops specialized products to meet unique analytical needs using programming software such as Discoverer Query Tool, CHRIS and Microsoft Office applications to prepare, maintain, and produce executive reports.

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Develops, establishes and maintains work function training programs. Plans and schedules tasks and training activities for traditional status guard members. Oversees and conducts on-the-job training (OJT) for personnel. Creates and develops lesson plans and ensures availability of facilities and training aids. Monitors the training status of personnel and ensures that supplemental and/or remedial training is accomplished.

This position may also include the duties of the Unit Training Manager, Officer Actions to include promotions, accessions, transfer and 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 Director of Staff - Air
- 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](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), (complete blocks 2-9, block 10 leave blank, sign block 11)

### ***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.

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(<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)

- The Adjutant General is the final approving authority.

**READ THIS SECTION COMPLETELY!!**

**IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION**

- AGR Service in the Oregon Air National Guard is governed by **applicable AFI, ANGI and Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)**
- 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:** [usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto:usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil) (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.**  
**(example: AF16-5xx – 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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