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

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: AF16-520	***OPEN DATE:*** 23 Feb 2016	***CLOSING DATE:*** 24 Mar 2016

UNIT/LOCATION:

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

POSITION:

TRAFFIC MANAGEMENT SUPERINTENDENT

(Vacancy and grade contingent on resource availability)

PD #: D19600

GRADE/SERIES: *GS-2130-11*

UMD Position #: 0960390

MAX MILITARY RANK AT TIME OF HIRE: **SMSGT / E-8**
MIN MILITARY RANK AT TIME OF HIRE: **MSGT / E-7**

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: 2T091**

****Applicant must possess 7 Skill-Level in 2T0xx AFSC's to qualify****

This is not a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Admin = 35

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: LT COL MARTIN BALAKIS, 541-885-6172, DSN-830-6172
UNIT HR LIAISON: MSGT AIMEE WHALING, 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 in the Distribution Section of the Deployment and Distribution Flight, Logistics Readiness Squadron, Mission Support Group. The purpose of this position is to serve as a Distribution Manager, which provides technical expertise and support relating to the movement of equipment, supplies, and personnel for both peacetime and wartime. Manages, directs, develops, plans, and analyzes deployment and distribution management programs.

(1) Serves as the sole technical transportation advisor to all statewide or base operating officials on all matters dealing with commercial movement of personnel and equipment. Analyzes and advises on transportation considerations relative to the domestic and international movement of equipment, supplies, and personnel via surface and air modes. Develops, maintains, and exercises the commercial traffic functions of mobilization plans, as well as training programs for managers and mobilization augmentees on related transportation subjects. Assists the Defense Movement Coordinator (DMC), as required, with the preparation of the commercial transportation portions of the Automated Unit Equipment List (AUEL). Analyzes traffic data and characteristics to determine areas of potential improvement; identifies economic and efficient uses of transportation; and projects mission transportation requirements. Develops budgetary and financial planning data in support of traffic management functions. Manages the unit transportation budget associated with commercial carriers.

(2) Manages all materiel distribution activities, including organic ground transportation for cargo and personnel. Uses military and commercial transportation to move cargo and personnel using a multitude of vehicles in direct support of mission requirements. This includes light and heavy-duty vehicles such as buses, truck and semi-trailer combinations, forklifts, and wrecker/recovery vehicles. Administers and facilitates operations associated with packaging, classifying, and arranging cargo for shipment or storage. Plans, organizes and directs vehicle transportation to support operational missions.

(3) Ensures that traffic management and transportation services required to support the mission are accomplished. This includes services incident to receiving, processing, and dispatching commodity and passenger traffic; to include demurrage charges, drayage and other accessorial services not directly related to line-haul movements. Ensures the preparation of Transportation Discrepancy Reports (TDR) and other documents in support of government claims against carriers for freight loss and damage or failure to provide contracted services. Reconciles Commercial Bills of Lading to verify receipt and shipment of equipment and supplies. Establishes local policies and procedures to support the economical movement of contractually procured materials from vendors. Interprets and enforces Federal, state, and local regulations concerning the movement of hazardous materials and general commodities through various modes of carriage. Serves as a technical advisor for shipments of hazardous materials, and cargo, ensuring the proper packaging, marking, labeling, identification, and manifesting for transportation. Monitors and ensures proper handling, packaging, and shipping of arms, ammunition, explosives, Controlled Cryptographic Items (CCI), and classified/sensitive items. Incumbent safeguards accountable transportation documents, which may include: Government Bills of Lading, Government Transportation Requests, and Uniform Service Meal Tickets.

(4) Inspects, or provides for inspection of, commercial carrier terminals to locate and expedite delivery of astray government shipments. Ensures carrier capability complies with government requirements and specifications. Manages the Carrier Performance Program for the state and provides input to Surface Deployment and Distribution Command.

(5) Reviews, as required, individual paperwork associated with a Permanent Change of Station (PCS) Personally Performed Moves (PPMs) to ensure requested reimbursement on charges are in line with a commercial PCS move.

(6) Procures domestic and international travel for both military and civilian passengers. Reviews the travel arrangements provided by the Travel Services Contractor ensuring that special fares and/or discounts are utilized when feasible. Ensures advance procurement of transportation services to achieve greatest overall cost efficiency and oversees the audit of the Travel Services Contractor for application of appropriate discounts for official travel. Monitors the approved Travel Agent for official travel for quality assurance as a Contract Officer Representative (COR). Advises travelers on entitlements and responsibilities and manages the processing of refunds for unused commercial tickets into the government accounting system. Ensures all travel requests are accompanied by approved travel orders and reconciles billing of requested travel services.

(7) Provides coordination, as required, for the base's Space Available (A) travel program which may include but is not limited to: oversight of the manifesting of passengers, coordination with Base Operations and Security, checking passenger credentials to determine authorization for Space A use, and/or providing security and safety briefings to passengers.

(8) Coordinates with functional managers to ensure assets (i.e., reusable containers) are accounted for, serviceable, properly stored and maintained for deployment. Manages and inspects containers for the shipment of arms, ammunition, and explosives (AA&E). Verifies safety inspection certificates of commercial carrier equipment prior to use.

(9) Exercises supervision over subordinate employees. Implements provisions of personnel management such as the Equal Employment Opportunity (EEO) program, merit promotion, career development, performance appraisals, counseling service, incentive awards and position management. Selects or contributes significantly to the selection of subordinates as required. Hears employee grievances and works with union representatives as necessary. Plans for and schedules assignments to

subordinates. Provides training designed to improve employee performance. Develops performance standards and evaluates subordinates accordingly.

Specialty Qualifications:
Knowledge is mandatory of: federal and military transportation regulations, instructions, and directives; passenger and personal property entitlements; quality assurance evaluation procedures, United States and foreign customs regulations, and warehousing procedures; military passenger, freight, and personal property rate computations; packaging methods, specifications, and orders; hazardous cargo requirements; blocking, bracing, and tiedown principles; and carrier capabilities and procedures for movement of passengers, cargo, and personal property in military and commercial air, rail, truck, and water systems.

(10) 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 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
- ❑ 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 5 years, validated 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

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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-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 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 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: 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

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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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