

# 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>

## NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

<b>ANNOUNCEMENT NUMBER:</b> AF16-534	<b>OPEN DATE:</b> 25 April 2016	<b>CLOSING DATE:</b> 24 May 2016
<b>UNIT/LOCATION:</b>  <b>142D MEDICAL GROUP, 142D FW, PORTLAND, OREGON</b>		
<b>POSITION:</b>  <b>MEDICAL PLANS &amp; OPERATIONS OFFICER (CERFP) (Health Services Administrator) (AGR RESOURCED POSITION ONLY) (Position Contingent on Resource and Control Grade Availability)</b>		
<b>PD #:</b> <b>GRADE/SERIES:</b> AGR-Only	<b>MAX MILITARY RANK AT TIME OF HIRE: MAJOR / O-4</b> <b>MIN MILITARY RANK AT TIME OF HIRE: 2LT / O-1</b> <b>NOTES:</b> -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: <b>1 Oct 2016</b>	
<b>UMD Position #:</b> 1031658	<b>AFSC: 41A3</b>  <i>For additional information about ASVAB scores, reference the "Additional Information" section in this announcement.</i>	
<b>WHO MAY APPLY FOR THIS POSITION:</b> 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		
<b>AREAS OF CONSIDERATION:</b> 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		
<b>FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:</b> SHOP/SECTION POC: CMSGT BRIAN FREDERICK, 503-335-4758, DSN-638-4758 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 with the 142<sup>nd</sup> Medical Group, Detachment 1, Portland, Oregon.

-The CERFP Medical Operations Officer serves as the lead unit planner for medical training, exercises and operations, taking input and requirements for section leaders to assist in managing the CERFP Annual Training Plan.

-Duties include: CERFP medical plans and response operations, unit medical readiness reporting and training, budget and logistics oversight.

-Serves as the Subject Matter Expert (SME) for Medical Operations to Military Support to Civil Authorities (MSCA), Joint Force Headquarters (JFHQ) Intelligence (J2) and Operations (J3) directorates and other agencies as required.

-Serves as the supervisor of CERFP full time staff.

-Member is subject to extensive periods of TDY, or no notice deployments and immediate recall during periods of pass and leave.

-Upon appointment, applicant is required to establish residency within 60 minutes of medical equipment storage location and maintain on call status rotation (quick response) while assigned to the CERFP team.

---

## APPLICATIONS WILL BE EVALUATED BASED ON THE FOLLOWING EXPERIENCE, KNOWLEDGE, SKILLS, AND ABILITIES (KSAS):

**(All applicants are required to complete the KSA's.)**

---

1. Strong working knowledge of Government and Non-Governmental agencies' involvement in response to all-hazard events, in addition to the ability to understand and operate in the Incident Command System (ICS) at the local, state and federal levels.
2. Demonstrate knowledge and training in HAZMAT awareness and CBRNE detection and assessment methods.
3. Ability to understand and articulate CERFP capabilities and effectively interact with multiple intra and interagency departments to include, but not limited to HQ ANG, Joint Operations HQ/OR, ARNG, ANG, local, county, state, federal agencies, first responders, and Emergency Medical System (EMS).
4. Experience in planning joint military operations and exercises.
5. Knowledgeable in the following Air Force systems: AROWS, DTS, ABSS, ASIMS, FM Suite, MRDSS, CCQAS, ART, AFIT, vPC-GR, MICT, ATAAPS, and ARCNet.
6. Strong oral and written communication skills and familiarity with media/communication devices including satellite, radio, and web based applications (secure and non-secure).
7. Knowledgeable of the National Guard Chemical, Biological, Radiological, Nuclear and high-yield Explosive (CBRNE) Enhanced Response Force Package (CERFP) Concept of Operations.
8. Knowledge and oversight of assigned Unit Type Codes (UTC), Readiness Skills Verification (RSV) Program, and medical readiness training and scheduling requirements. Knowledge in SIPR accounts and ART, AFIT, and DRRS reporting.
9. Ability to accomplish and maintain CBRNE, and CERFP specific training requirements.

### All New Officer Applicants:

-Submit the Professional Test Scores (minimum 800 on the GRE or minimum 400 on GMAT within the last 5 years)

-Applicant Essay – no longer than one page answering the following two (2) questions:

- a. "Why do I have the desire to become a Medical Services Corps Officer?"
- b. "What do I have to offer the AF/ANG Medical Service?"

---

## 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.

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**

**\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\***

- 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.ngbpdcc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdcc.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 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.

**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, 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)**

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**  
 \*\*\*\*\* **PLEASE READ THIS ANNOUNCEMENT COMPLETELY** \*\*\*\*\*

- 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*

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**  
**\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\***