

# 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

**ANNOUNCEMENT NUMBER:** AF16-540

**OPEN DATE:**  
29 Apr 2016

**CLOSING DATE:**  
19 May 2016

**UNIT/LOCATION:**

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

**POSITION:**

**AIR - AGR PROGRAM MANAGER**  
( Oregon Air National Guard)

**PD #:** D10510

**POSITION GRADE:** CMSGT \*

**MAX MILITARY RANK AT TIME OF HIRE:** CMSGT / E-9 \*\*

**GRADE/SERIES:**  
GS-0201-11

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

**NOTES:**

\* PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE

**UMD Position #:** 0704430  
\*\* HIRING AT THE MAX MILITARY RANK IS CONTINGENT ON CONTROLLED GRADE AVAILABILITY  
-PROJECTED START DATE: TBD

**POSITION AFSC:** 3S000\*\*

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

**This is 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

**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: LT COL MICAH LAMBERT, 503-584-2215, DSN-355-2215

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 the focal point for the Air Active Guard Reserve (AGR) program in the ORANG. The incumbent is responsible for advising and guiding all levels of management on various programs within the Oregon Air National Guard (ORANG) AGR program. The incumbent has responsibility for: providing the full range of services such as staffing and recruitment, adverse actions, reduction in force, priority placement, AGR strength and career management, controlled grade management, promotions, separations, Aviator Retention Pay (ARP) and various tour options to include; Initial AGR Tour, AGR Continuation Tour, Temporary AGR Tours, Aerospace Control Alert (ACA) Tours. The AGR manager also counsels AGR employees regarding career development matters related to experience, training, qualifications and availability of positions. Develops state AGR management programs, policies and procedures as well as maintains oversight of these programs. The AGR Manager coordinates full-time employee actions with the Human Resource Office (HRO) when the action(s) will impact both AGR and Technician employment programs, additionally the AGR Manager maintains open dialogue with the state J1 Officer and/or Director HRO. Is primary point of contact for communications with NGB/A1M and A1P regarding the AGR program manpower and policy and the impacts to the state

Process all requests for AGR tour announcements and AGR Position Vacancy Announcements (PVAs) to ensure compliance with directives or instructions. Develop and distribute job announcements and post to the Air Force Public Information Management System (AFPIMS) public facing 142FW web-page. Reviews applications to ensure eligibility of applicants for positions being applied for. Receive and review selection packages from hiring units to ensure selectee compatibility, and established guidance for AGR appointment is followed. Publishes AGR tour orders, provides Quality Assurance checks and Resource Advisory review in accordance with orders directives and guidance using the Air National Guard Reserve Order Writing System (AROWS).

AGR management encompasses manpower and organization activities, with core competencies in organization, requirements determination, program allocation and control. These include supporting the development and maintenance of various organizational structures, manpower standards; analysis of methods, procedures, manpower authorizations, manpower usage, military-civilian mix, manpower force elements, process improvement, productivity enhancement, benchmarking, reengineering, consulting services, and using various data systems. The incumbent must receive, review, and ensure updates/changes to the Manpower Resource Voucher (MRV) and the UMD properly reflect AGR Resource Allocation (RA). Monitor and validate unit manning to preclude excess and/or over-grade assignments of AGR personnel and to prevent over execution of allocated AGR RA. Coordinate with appropriate state headquarters personnel to identify State needs for mission accomplishment, and allocate RA to units. Compile and submit state AGR controlled grade requirements within the timeline specified by NGB/A1M. Ensures State executes 100 percent of allocated AGR Controlled Grades and RA where possible.

Advises officers and Airmen on AGR personnel issues and programs. Briefs provisions of full-time AGR personnel programs such as assignments, promotions, separations, retirements, benefit programs, retention to include Selective Retention Review Board (SRRB), bonus, classification, training and retraining, and personnel readiness and career progression. Monitors AGR Force management retention programs and provides reports and statistics. The AGR manager ensures AGRs maintain the Air Force Specialty Code (AFSC) commensurate with the Unit Manning Document (UMD) position held and are assigned to a position according to regulatory directives by published by National Guard Bureau.

Performs AGR personnel actions at the state level. Uses / Updates various computerized Personnel Data Systems (PDS) to include but not limited to MILPDS, CMS, DCPDS, ABSS, AROWS, AFPIMS, vPC, ARPC, etc. Monitors and assists with in and out processing. Monitors personnel readiness programs and provides data where necessary. Supports processing personnel actions such as reenlistment, promotion, separation, retirement, or reassignment. Prepares and processes correspondence, forms, and PDS transactions. Advises members on official and personal obligations incident to relocation, training, and promotion. Prepares and processes relocation actions as it relates to AGR employment. Maintains AGR manager files of correspondence, directives, instructions, and other publications. Creates, maintains, and audits AGR specific personnel records retained at the AGR manager office. Monitors records information in unit, field, and PDS records. Compares basic records with source documents, transaction registers, and management products. Inspects records, master personnel, and command and field personnel records management processes for AGRs.

## 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 Regularly Scheduled Drill (RSD).
- 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

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- 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 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 Force 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, 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

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- 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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