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: AF16-530 (extended)	***OPEN DATE:*** 7 Apr 2016	***CLOSING DATE:*** 16 May 2016

UNIT/LOCATION:

142D OPERATIONS SUPPORT FLIGHT
142D FW, PORTLAND, OREGON

POSITION:

AIRFIELD MANAGER
(Flight Services Manager)

(Vacancy and grade contingent on resource availability)

PD #: D14570

GRADE/SERIES: *GS-2150-11*

UMD Position #: 0971781

MAX MILITARY RANK AT TIME OF HIRE: **SMSGT / E-8** (Pending Controlled Grade Availability)
MIN MILITARY RANK AT TIME OF HIRE: **TSGT / E-6**

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: ***NLT 1 AUG 2016 , POTENTIALLY EARLIER***

POSITION AFSC: **1C791****

****Applicant must possess 7 Skill-Level in 1C7x1 AFSC to qualify****

This is not a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Gen = 50 and Mech = 40

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 ANDREW LEGEAR, 503-335-5493, DSN-638-5493
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 in the Flight Services Section, Airfield Management / Base Operations Function of the Operations Directorate in an Air National Guard flying unit. The primary purpose is to manage, direct and oversee the operation of all airfield activities and facilities under jurisdiction of the air base, and to coordinate as necessary with all applicable agencies, base flying activities and transient military aircrews and aircraft as well as civilian aircraft utilizing ANG facilities. Coordinates and maintains liaison with military, federal, and local agencies concerning airspace utilization, safety of flight, search and rescue operations, base contingency, and operational plans. Provides direct support to aircrews as an integral part of our nation's air traffic control system. Performs, plans, develops, administers, and conducts services required of a Flight Service Section and an Airfield Management/Base Operations function. Directly supervises several other separate, however, distinct functions within the Operations Group, such as Operations Resource Management Systems, Administration, Training and Personnel.

--Administers, plans, coordinates, and directs the activities of personnel performing flight services/airfield management support duties. These individuals may be on various types of employment status such as Air Technician, AGR, Special Training or on other approved man-day orders. Performs the full scope of supervisory personnel functions including the assignment of duties, participates in the interviews and selection of employees, schedules and approves leave, ensures indoctrination of new employees, provides training, evaluates performance, initiates action to upgrade positions, and resolves disciplinary problems. Establishes shift schedules and assigns personnel based on workload to ensure adequate coverage of airfield/flight services operations. Supports and takes affirmative action with consideration of Equal Employment Opportunity in all aspects of personnel actions. Keeps employees informed of NGB goals, objectives, and policies, and informs management of employee input and concerns.

--Plans, organizes, and coordinates airfield management activities during and after airfield operating hours. Identifies need for and coordinates all airfield construction and repair projects for both major and minor airfield improvement projects. Acts as the unit liaison with host airport authority to analyze impact of construction on operational flying activities. Evaluates airfield management activities to ensure compliance with established Air Force and FAA policies and directives. Advises unit commander(s) and staff on all airfield management related matters. Develops and applies Letters of Agreement, Host Tenant Support Agreements, Inter-service Support Agreements, Operational Plans, support of deploying units, and other support agreements as necessary with local and non-local agencies to support routine base flying activities as well as to respond to aircraft incidents; in-flight emergencies; search, rescue, and recovery operations; evacuations; and similar disasters, whether on or off base. This includes directing base emergency response forces on the airfield. Plans and develops operating instructions and emergency action checklists to ensure timely response in the event of emergencies. Ensures installation and operational aspects of secondary crash network to assure immediate notification and response in the event of an emergency. Conducts airfield-related inspections and takes positive action to eliminate unsafe flying conditions. Reviews, formulates, and issues written instructions to clarify Air Force, MAJCOM, and NGB guidance, and develops special instructions for non-routine assignments.

--Develops and manages base flight line driving program to include training, certification, and remedial action when required. Establishes procedures for controlling privately owned vehicles on the flight line.

--Directs the Operations Resource and Flight Management activities and oversees the custodial control and accountability for the AFORMS system. Analyzes and summarizes the reports from the data system to ensure maximum utilization of unit aircrew resources. Reviews operations resource management procedures and recommends changes to those procedures; inspects completed work; and evaluates employee performance.

--Serves as the Operations Directorate's Resource Advisor (RA). Serves as primary point of contact for Responsibility Center Manager (RCM) and Comptroller personnel on all resource management matters affecting the unit. Develops initial budgetary requirements, programs available dollars, and identifies unfunded requirements. Monitors financial programs within Operations, consolidates initial requirements received from CCM, and validates unfunded requirements. Plans and anticipates allotment of workdays for the Operations Directorate and ensures that adequate O&M funds are available to support yearly deployments, exercises, and TDY.

--When designated as the wing SORTS manager, collects and analyzes all available SORTS data to ensure accuracy of overall wing report. Prepares and presents formal SORTS briefings to Wing Commander and Staff, IG, MAJCOM, State Headquarters, and NGB. Publishes a formal training program for all unit SORTS monitors.

--Coordinates air operations functions with air route traffic control center; control tower; aircraft maintenance; crash and rescue; transient alert; and command section. Establishes procedures for gathering and maintaining current flight information and reporting statistical data relative to the base operations function. Interprets policies and flight directives pertaining to flight plans and local flight clearances.

--Reviews flight schedules, flight plans, local aircraft clearances, statistical mission data, and NOTAM files to ensure accuracy, completeness, and conformance with governing directives. Inspects publication files of air operations and aircraft flying directives for completeness and currency. Reviews Flight Information Publications (FLIP).

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--Supervises the procurement and maintenance of a complete stock level of publications, charts, maps, forms, office supplies, stereo flight plans, and other supplies and equipment required in the operation of the Branch. Ensures required maintenance of the FAA flight planning (Dial Labs) telecommunications equipment and other equipment such as NOTAM and weather receivers.

--Performs other related 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.
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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 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 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

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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