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

STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF16-538	***OPEN DATE:*** 6 June 2016	***CLOSING DATE:*** 27 June 2016

UNIT/LOCATION:

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

POSITION:

QUALITY ASSURANCE SUPERINTENDENT
(Compliance)
(Vacancy and grade contingent on resource availability)

POSITION GRADE: SMSGT

PD #: D18190

GRADE/SERIES: *GS-1910-12*

UMD Position #: 0960370

MAX MILITARY RANK AT TIME OF HIRE: **SMSGT / E-8** *(Controlled Grade Dependent)*
MIN MILITARY RANK AT TIME OF HIRE: **MSGT / E-7** *(if Applicable)*

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: 2S091**

****Applicant must possess 7 Skill-Level in <u>any</u> AFSC to qualify****

This is a cross-training opportunity

MINIMUM ASVAB SCORE REQUIRED: Admin =41 **<u>or</u>** Gen = 44

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: SMSGT CHRISTINE MCKENZIE, 541-885-6115, DSN-830-6115
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 173 FW, Logistics Readiness Squadron (LRS), Operations and Compliance Flight. The primary purpose of this position is to administer internal surveillance programs to ensure squadron compliance with procedural directives, perform statistical trend and problem analysis, and oversee satellite stock fund management in support of unit mission.

Duties and Responsibilities: Performs analysis on a wide range of technical squadron functions by analyzing historical and current data and identifying deficiencies or potential problems during surveillances or staff assistance visits. Evaluates unexpected fluctuations or trends in statistics, resolves discrepancies, and makes recommendations for change when problems are identified that adversely affect operations. Performs analysis on current or potential problems identified by flight management. Compares supply performance and maintenance interface data with prescribed standards to identify the effectiveness of supply support. Performs in-depth research and special analysis and makes appropriate recommendations for improvement. Facilitates corrective measures when specific actions are required by other elements. Serves as the point of contact for all customer problems unresolved at flight level. Utilizes computer software programs, spreadsheets, databases and graphics to collect, organize, analyze, display, and/or brief management information to customers and/or squadron management staff. Monitors inventory losses by analyses of inventory discrepancies, adjustments, and trends to ensure the integrity of the base resources management system. Receives incoming shipment discrepancy reports and evaluates and performs analyses on incoming and outgoing reports to ensure the effectiveness of the Supply Discrepancy Report (SDR) program.

Develops, coordinates, and publishes local supplements and makes recommendations to assist in the development of major command (MAJCOM) supplements to Air Force (AF) manuals and instructions applying to the Standard Base Supply System (SBSS). Drafts and finalizes operating instructions, which include but are not limited to, alert plans, duty hour, and designation of delivery locations. Recommends changes to higher headquarters when standard procedures are inadequate or erroneous. Documents findings for problems that cannot be resolved ad forwards compiled data to higher echelons for study and resolution.

Oversees management of the General Support Division (GSD) and monitors the Material Support Division (MSD) of the Air Force Supply Management Activity Group (SMAG) at base level. Develops and maintains trend analysis for stock fund operations and formulates long and short range projections. Acts as a member of the Financial Working Group (FWG) and technical advisor to the Financial Management Board (FMB) and base organizations on the problems affecting the stock fund-and Operations & Maintenance (O&M) budget as well as supply and equipment/financial management data reports. Coordinates the preparation and submission of the initial and revised Automated General Support Operation Program (AGSOP) through the computer support base and MAJCOM funds manager. Analyzes financial transactions to detect errors and initiates corrective action. Approves or disapproves free issue and forced credit turn-ins and adjusted stock level requests.

Analyzes and forecasts financial data to the Wing Finance function, Financial Management Board, and Maintenance Group regarding impact of Stock Number User Directory (SNUD) price changes that affect obligations. Initiates reverse post actions as required. Reviews and certifies organization cost center records. Maintains and monitors files and listings associated with organization effectiveness and corrects data to ensure accurate calculations of future year funding and flying hour program.

Scrutinizes the operations of all supply squadron functions by conducting internal surveillances. Develops and maintains a schedule for regular and/or periodic surveillance visits to all elements. Researches and develops checklists, and exercises internal management controls within the LRS. Conducts and exit briefing to discuss identified deficiencies and resolve differences of opinion. Provides a detailed written report of inspection to include procedural clarification to eliminate violations of supply discipline. Drafts replies and provides follow-up for inspection, audit or staff reports. Advises management of compliance and/or procedural changes by squadron or supported activities. Monitors higher headquarters special items and establishes special interest items at base level to correct local identified problems. Reviews the effectiveness of the reject program. Serves as the focal point for comparison of performance with prescribed directives. With the computer operations function, reviews and/or directs the review of all USAF data system design center program releases for impact on supply operations for required procedural actions. Submits requests for changes to system design when errors occur or system fails to perform its function. Resolves procedural SBSS interface problems with other systems or programs that interface with SBSS. Ensures that all flights, elements, and supported activities are notified of changes within their scope of responsibility.

Serves as resource advisor for LRS. Prepares and manages the operating budget for squadron cost centers.

Plans, develops, and conducts on-the-job training for assigned technicians and military personnel within the flight.

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

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 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

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

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-12** 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 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

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