

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: AF16-552 | OPEN DATE: 22 July 2016 | CLOSING DATE: 22 August 2016 |
| UNIT/LOCATION: | 142D FORCE SUPPORT SQ. 142D FIGHTER WING, PORTLAND, OREGON | |
| POSITION: | SUPERINTENDENT, FORCE DEVELOPMENT (Vacancy and grade contingent on resource availability) | |
| PD #: D14470 | MAX MILITARY RANK AT TIME OF HIRE: SMSGT / E-8 ** | |
| GRADE/SERIES: GS-1702-09 | MIN MILITARY RANK AT TIME OF HIRE: MSGT / E-7 (Promote Eligible per AFI 36-2502 chpt. 10) | |
| UMD Position #: 0167219 | NOTES: - PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNIT'S 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 ** HIRING AT THE MAX MILITARY RANK IS CONTINGENT ON CONTROLLED GRADE AVAILABILITY - PROJECTED START DATE: TBD / 15 SEP 2016 | |
| | POSITION AFSC: 3S291** | |
| | **Applicant must possess 7 Skill-Level in <u>Any</u> AFSC and have documented Training Manger or Classification experience to qualify** | |
| | This is a cross-training opportunity | |
| | MINIMUM ASVAB SCORE REQUIRED: Gen = 59 | |
| | 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 <u>AND</u> 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: CMSgt Brion Rowley, 503-335-4055, DSN-638-4055 UNIT HR LIAISON: 142FSS / HRO, 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 within the Force Support Squadron (FSS) at an Air National Guard flying wing. The primary purpose of this position is to provide leadership for the Force Development Flight, with the responsibility to plan, direct, and control all aspects of Force Development programs. The flight supports unit training programs contributing to the wing's worldwide mission capability. The incumbent will serve as the first-line supervisor of the Education & Training manager. The Force Development Superintendent will manage the career field functional requirements for all 3S2X1s assigned to the installation and GSUs, and ensure Unit Training Managers (UTMs) and Additional Duty Unit Training Managers (ADUTMs) are qualified in, and knowledgeable of, their responsibilities. Advises military commanders, UTMs and ADUTMs, and through them, the individual supervisors, trainers, and certifiers concerning the status, progress, success, and programming of military training.

The incumbent oversees, and serves as the principal liaison between the FSS and all units, for training programs such as: on-the-job training (OJT), formal school training, Extension Course Institute (ECI) training, Professional Military Education (PME), and ancillary training. Establishes local policies and procedures to provide a uniform and effective management of military training programs. Plans, compiles, forecasts, and prioritizes requirements for formal school training in accordance with Air Force and Air National Guard directives. Monitors, reviews, and processes applications for training. Provides statistical reporting and analysis of education and training metrics for assigned members and units. Manages all officer and enlisted classification actions. Manages personnel records and data reports to ensure the highest level of military personnel system data quality. Processes upgrade training, retraining, and withdrawal from training requests. Reviews training progress, initiates appropriate corrective action for substandard performance, and reviews all training waivers. Manages the CDC/PME testing program, appointing testing proctors, and maintains compliance with testing control standards. Manages training resources and applications for distance learning courses. Serves as a Community College of the Air Force advisor.

The Force Development Superintendent evaluates the administration, operation, and effectiveness of unit training programs and prepares written reports. Conducts quarterly base training meetings in accordance with applicable directive. Provides periodic staff assistance visits (SAV) to serviced units to evaluate training programs and determine compliance with current regulations and directives. Reviews the effectiveness of unit training documentation. Reviews and coordinates base and unit level training publications, supplements, and operating instructions, making recommendations to the OPR, and coordinating with the appropriate MAJCOM training manager.

Oversees administrative activities including the establishment and maintenance of administrative filing systems, suspense management, and local publication & form management. Drafts and publishes standard operating procedures (SOPs) and local training directives. Provides input for local support agreements. Provides input on unit readiness and manages assigned Unit Type Codes. Serves as Education and Training Subject Matter Expert (SME) on the Wing Inspection Team. Serves as a unit financial resource advisor and government purchase card holder. 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 (if applicable) and meet all eligibility criteria in AFECD/AFOCD

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

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

ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Regular 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
- 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, **Form Version 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

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-09** level must have **12 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

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

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

- 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 *******