

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: AF16-556 **OPEN DATE:** 3 August 2016 **CLOSING DATE:** 1 September 2016

UNIT/LOCATION:

**173D LOGISTICS READINESS Sq.,
173D FW, KLAMATH FALLS, OREGON**

POSITION:

**VEHICLE MANAGEMENT & ANALYSIS CRAFTSMAN
(PRODUCTION CONTROL – AUTOMOTIVE)**

(Vacancy and grade contingent on resource availability)

POSITION GRADE: MSGT *

PD #: D03480 **MAX MILITARY RANK AT TIME OF HIRE: MSGT / E-7 ****

MIN MILITARY RANK AT TIME OF HIRE: TSGT / E-6 (Promote Eligible per AFI 36-2502 chpt. 10)

GRADE/SERIES:
WG-5823-10

NOTES:

- PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS

UMD Position #: 0960380 * 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: 1 Oct 2016

POSITION AFSC: 2T377**

****Applicant must possess 3/5/7 Skill-Level in 2Txxx ****

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 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: SMSGT NEAL RUTTER 541-885-6661, DSN-830-6661

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 Air National Guard, Logistics Readiness Squadron, Vehicle Management Flight. The primary purpose of this position is to perform preliminary planning, long term scheduling, and analysis, for the utilization and maintenance of a variety of general and special purpose vehicles and equipment (i.e., special purpose vehicles include fire trucks, K loaders, de-icing trucks, large snow blowers). In addition serves as the Base Fleet Manager.

DUTIES AND RESPONSIBILITIES:

(1) Develops, manages and implements daily, weekly, monthly, and yearly operational and maintenance plans for assigned general and special purpose vehicles and a variety of equipment. Projects parts, contract services, funds, and personnel required. Coordinates master maintenance schedules with base functions and management personnel. Assigns work priorities for all scheduled/unscheduled maintenance. Schedules vehicles and equipment for repair, inspections, and preventative maintenance based on consideration of shop capability and requirements of the unit. Manages workload status and Mission Essential List (MEL) requirements to ensure that minimum fleet levels are maintained and makes necessary adjustments in production schedule. Schedules and conducts daily maintenance planning meeting to refine and incorporate unscheduled maintenance requirements. Ensures the workload is balanced between work centers. Jointly establishes overall objectives with supervisor. The incumbent utilizes extensive knowledge of vehicle maintenance standards and repair terminology to coordinate maintenance and repair requirements of vehicles and equipment, to include special purpose vehicles, to determine if production schedules are being followed. Coordination and scheduling of special purpose vehicles requires consideration not only of the required vehicle servicing/maintenance but also of the special systems maintenance requirements of such equipment. Conducts vehicle operator debriefs and assigns repair requirements to proper work center. Ensures equipment repairs are authorized and that proper material is available for vehicle maintenance. The incumbent acts as the primary source of expertise for matters regarding maintenance schedules, On-line Vehicle Integrated Management System (OLVIMS), and automated processing systems. Analyzes, plans, and carries out recurring production control tasks. Independently resolves most production, labor, machine and material conflicts that arise. Recommends corrective actions to correct or avoid situations that may affect long-range production requirements or impact mission accomplishment. Notifies supervisor of situations where repair work required would exceed one-time repair limit. Manages the vehicle and equipment warranty program, to include scheduling repairs with local warranty providers. The incumbent manages the contract vehicle maintenance program. Schedules maintenance with local vendors as required. Programs and schedules vehicles for depot maintenance and initiates and tracks requests for locally manufactured items. Manages maintenance production schedules in order to minimize and avoid impact on Wing training schedules.

(2) Performs analysis on a wide range of production indicators to assist in improving productivity or in determining causes of production delays. Develops, manages, and analyzes performance indicators or metrics for specific trends and recommends corrective actions and makes necessary adjustments in production schedules. Incumbent ensures the most effective utilization of manpower, materials, space, tools, and equipment. Manages and audits cost data to ensure all material is validated and properly charged. The incumbent establishes procedures to identify repetitive and recurring maintenance and performance deficiencies. Provides management detailed analysis on current or potentials problems. Provides maintenance information and repair cost to other agencies as required by loan agreements and base support plans. Personally performs systems administration on computer software/hardware support. Produces and analyzes products extracted from OLVIMS and prepares local and higher headquarters reports. Incumbent manages the Quality Assurance (QA) Program so as to ensure compliance with vehicle maintenance standards.

(3) Manages the registered vehicle fleet for the Stock Record Account Number (SRAN) to include Geographically Separated Units (GSU's). This position is the single POC for all vehicle authorizations and assets between the SRAN and major command (MAJCOM). Manages the Registered Equipment Management System (REMS). Collects, consolidates, performs analysis and reconciles variances to ensure data integrity within associated programs, to include the following systems: Air Force Equipment Management System (AFEMS); Standard Base Supply System (SBSS); Automated Fleet Information System (AFIS); and OLVIMS. Incumbent coordinates between the Air National Guard Readiness Center, other ANG units, Department of Defense (DOD) agencies and the Government Supply Agency (GSA) to ensure accurate accountability for vehicle receipt or transfers. Controls, reviews, and aligns vehicle authorizations, allocations and assets respective to appropriate Custodian Authorization or Custodian Receipt Listing (CA/CRL).

(4) Manages Time Compliance Technical Orders (TCTO) program. Takes action to order and follow up on needed parts kits for each TCTO. Plans and schedules TCTO accomplishments within requirements. Manages Vehicle Service Bulletin program, and reports completion to higher headquarters. Manages the Product Quality Deficiency Reporting (PQDR) program in compliance with United States Air Force (USAF), Air National Guard (ANG), and local directives.

(5) The incumbent acts as the primary source of expertise for material control, to include ordering parts and equipment items through SBSS and tool inventory of tool crib and composite tool kits (CTK's) annually.

(6) Conducts training for assigned military personnel.

(7) Performs other duties as assigned.

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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

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.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.

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.

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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 **WG-10** level must have **24 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
- 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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