

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: AF16-557	OPEN DATE: 4 August 2016	CLOSING DATE: 25 August 2016
UNIT/LOCATION: 142D FORCE SUPPORT SQ., 142D FW, PORTLAND, OREGON		
POSITION: HUMAN RESOURCE SPECIALIST (MILITARY) Human Resources Assistant - Remote (Limited Duration, May Become Permanent Without Further Competition)		
PD #: D16230 GRADE/SERIES: GS-0203-07	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 ch. 10)	
UMD Position #: 0167225	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 ** HIRING AT THE MAX MILITARY RANK IS CONTINGENT ON CONTROLLED GRADE AVAILABILITY - PROJECTED START DATE: TBD	
POSITION AFSC: 3S071**		
** Applicant must possess a 7 skill-level in any AFSC to qualify**		
This is a cross-training opportunity		
MINIMUM ASVAB SCORE REQUIRED: Admin = 41		
<i>For additional information about ASVAB scores, reference the "Additional Information" section in this announcement.</i>		
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: CMSGT BRION ROWLEY, 503-335-4055, DSN-638-4055 UNIT HR LIAISON: 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), Military Personnel Flight at an Air National Guard flying wing. The primary function of this position is to serve as a liaison between assigned Technician and Active Guard Reserve (AGR) employees, supervisors, and managers, and the State Human Resource Office (HRO) or State AGR Manager. The incumbent will serve as a first-line supervisor and element leader of full-time and traditional guard personnel assigned to the Personnel Flight.

Duties and Responsibilities include, but are not limited to:

- Work with State HRO and State AGR to accomplish a wide range of HR transactions, for technicians and AGRs, related to recruitment, placement, classification, employee and labor relations, benefits, entitlements, training and incentives
- Advise, and provide comprehensive policy, procedural, and technical guidance to employees, managers, and supervisors in the areas of recruitment, placement, separation, and retirement
- Coordinate draft Technician and AGR vacancy announcements and prepares requests for announcements
- Conduct initial in-processing, new employee orientation, and exit interviews, providing explanation and necessary counsel on requirements, benefits, and entitlements
- Advise HRO of promotion, reassignment, and non-selection actions. Executes necessary documents pertaining to technician personnel who deploy, mobilize, separate, retire, etc.
- Provide assistance and information pertaining to employee relations and labor relations matters to managers, supervisors, union officials, and technicians on moderately complex problems of employee conduct or reorganizations, leave problems, indebtedness, union contracts, agreements and the full range of procedural requirements for filing grievances, appeals, and complaints
- Assist managers and supervisors in resolving AGR problems relative exclusively to AGR tours in day-to-day operations. Serves as primary point-of-contact regarding AGR matters between the unit and the State AGR Manager
- Conduct the AGR orientation program to outline military requirements, benefits, and entitlements.
- Monitor AGR controlled grade program and requirements at wing level
- Prepare, facilitate, and record wing Force Management Council meetings.
- Monitor and review promotions, reenlistments/extensions, reassignments, tour renewals, orders, and transfers of all assigned AGR personnel
- Manage personnel records, manning documents, employment authorization allocation, and data reports to ensure the highest level of personnel data system data integrity and to meet programmed year end strength
- Compile statistical reports to reflect accurate status, utilization, and forecast of allocated technician and AGR man-years
- Ensure accuracy of information input in the Defense Enrollment and Eligibility Reporting System (DEERS)
- Oversee administrative activities including the establishment and maintenance of administrative filing systems, suspense management, and local publication & form management.
- Serve as Defense Enrollment and Eligibility Reporting System (DEERS) Verifying official, ensuring accuracy of system data, counseling ID card holders on requirements, and preparing ID cards for eligible personnel
- Maintain qualifications as a Personnel Support for Contingency Operations (PERSCO) team member
- Perform additional 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

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.

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- 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-07** 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
 - 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

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- **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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