

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: AF17-504	OPEN DATE: 28 November 2016	CLOSING DATE: 11 January 2017
UNIT/LOCATION: 142D CIVIL ENGINEER SQ., 142D FW, PORTLAND, OREGON		
POSITION: FIRE CHIEF (Supervisor) (Vacancy and grade contingent on resource availability)		
PD #: D2252000	POSITION GRADE: CMSGT * MAX MILITARY RANK AT TIME OF HIRE: CMSGT / E-9 ** MIN MILITARY RANK AT TIME OF HIRE: SMSGT / E-8 **	
GRADE/SERIES: GS-0081-12	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 UMD Position #: ** HIRING AT THE MIN AND MAX MILITARY RANK IS CONTINGENT ON CONTROLLED GRADE AVAILABILITY 0213158 - PROJECTED START DATE: 1 MAR 2017 / TBD	
	POSITION AFSC: 3E700** **Applicant must possess at least a 9 Skill-Level in 3E7X1 to qualify** This is not a cross-training opportunity MINIMUM ASVAB SCORE REQUIRED: Gen = 38 <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 <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 John McIlvain, 503-335-4493, DSN-638-4493 FSS HR LIAISON: MSgt Rebekah Birt, 503-335-4052, DSN-638-4052	

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 Base Civil Engineering Division, Fire Protection Branch at an Air National Guard (ANG) flying base. Its primary purpose is to function as Chief of Fire Protection in support of flying activities and provide first run structural response for the ANG flying base. May support airport, city or county activities on the airfield, through agreements with the municipal airport, but the airport authority has overall charge in emergency situations. Utilizes up to 20 subordinates in providing 24 hour a day coverage.

Plans, organizes, and oversees the activities of the Fire Protection Flight. Develops goals and objectives that integrate organization and Civil Engineering objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organization design for the flight as necessary to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response to concerns with regulatory compliance and/or customer requirements. Plans work for accomplishment by subordinate units, sets and adjusts short-term priorities, and prepares schedules based on consideration of difficulty of requirements and assignments such that the experience, training, and abilities of the staff are effectively utilized to meet organization and customer needs. Provides subordinate supervisors and staff with direction and advice regarding policies, procedures, and guidelines. Reviews and structures organization to optimize use of resources and maximize efficiency and effectiveness of the organization. Balances workload and provides overall direction and vision to the subordinate unit chiefs on a wide range of fire protection, prevention, crash rescue, and administrative issues. Establishes metric and analysis systems for units managed to assess efficiency, effectiveness, and compliance with regulatory procedures. Evaluates requirements for additional resources submitted by subordinate supervisors, and balances organizational needs with overall mission requirements and resource interests. Identifies need for change in organization priorities and takes action to implement such changes. Plans and schedules work in such a manner that promotes a smooth flow and even distribution, and ensures effective use of organizational resources to achieve organization goals and objectives as well as installation customer needs. Establishes review systems for the organization that ensure government needs are met and validated, and that economy and quality of operations are maintained or improved. Accepts, amends, or rejects work of subordinate supervisors. Reviews work and management technique of subordinate supervisors and is held accountable for actions taken and advice provided by staff of subordinate units. Makes decisions on work problems presented by subordinate supervisors. Directs self-assessment activities of subordinate supervisors. Reviews training recommended by subordinate supervisors to assure it is proper and promotes effective operation of the organization as a whole.

Exercises supervisory personnel management responsibilities. Directs, coordinates, and oversees work through subordinate supervisors.

Advises staff regarding policies, procedures, and directives of higher-level management or headquarters. Selects candidates for subordinate non-supervisory positions and recommends selections for subordinate supervisory positions taking into consideration skills and qualifications, mission requirements, and EEO and diversity objectives. Ensures reasonable equity among units of performance standards developed, modified, and/or interpreted and rating techniques developed by subordinate supervisors. Explains performance expectations to subordinate supervisors and employees directly supervised and provides regular feedback on strengths and weaknesses. Appraises performance of subordinate supervisors and other employees directly supervised, and serves as reviewing official on evaluation of nonsupervisory employees rated by subordinate supervisors. Approves expenses comparable to within-grade increases, extensive overtime, and employee travel. Recommends awards for non-supervisory personnel and changes in position classification to higher-level managers. Hears and resolves group grievances and employee complaints referred by subordinate supervisors and employees. Initiates action to correct performance or conduct problems of employees directly supervised and reviews and/or approves serious disciplinary actions (e.g. suspensions, removals) involving non-supervisory subordinates. Ensures documentation prepared to support actions is proper and complete. Reviews developmental needs of subordinate supervisors and non-supervisory employees and makes decisions on non-routine, costly or controversial training needs and/or requests for unit employees. Encourages self-development. Approves leave for subordinate supervisors and ensures adequate coverage in organization through peak workloads and traditional holiday vacation time. Demonstrates sensitivity to ideas of subordinates. Ensures actions taken directly, as well as those by subordinate supervisors, promote an environment in which employees are empowered to participate in and contribute to effective mission accomplishment. Discharges security responsibilities by ensuring education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes appropriate action to correct situations posing a threat to the health or safety of subordinates. Applies EEO principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Explains classification determinations to subordinate employees.

Represents the Fire Protection Flight with a variety of installation and functional area organizations. Establishes, develops, and maintains effective working relationships with personnel, manpower, other staff officials, and municipal and other federal fire departments. Provides technical advisory services to management on all matters pertaining to fire protection and prevention. Negotiates mutual aid agreements with other local fire departments, reviewing agreements frequently and updating as required. Evaluates fire departments with which mutual aid agreements exist to ensure their capability to provide firefighting assistance. Meets with key customers and coordinating officials to assess customer satisfaction, explain organizational policy and procedures, and resolve significant problems that arise. Ensures subordinate units provide customer guidance and training. Participates in special projects and initiatives and performs special assignments. Identifies the need for special projects and initiates milestones and goals. Evaluates reports by analyzing facts and performing

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appropriate research and prepares detailed responses. Determines appropriate recommendations for unresolved or questionable problems and performs follow-up. Researches and determines or recommends appropriate actions or interpretation of issues that impact organization, installation, command, or agency.

Assumes full charge at crashes, fire, or emergency situations, directing activities and personnel, transmitting instructions to Assistant Chiefs on the scene or other personnel as to the procedures to be followed. Personally takes charge when highly classified weapons or equipment are involved in fire, watching exposures and taking necessary precautions for protecting surrounding facilities. Assures that equipment is properly utilized, determining and using the more effective combative agent for various types of fires. Makes final determination as to the special actions for forcible entry or rescue to be taken.

Determines routes to travel to scenes of emergencies, makes final determination of area to be cleared, and instructs guards of such areas so that they may be cleared until all personnel are rescued and/or area is declared safe. Initiates a fire report or aircraft crash fire and rescue report at completion of fire or crash, as applicable. Maintains close coordination with safety officials on site who control the situation until the fire department is called into action.

Determines need, budgets for, and recommends acquisition of additional and/or different fire protection, firefighting, and specialized rescue equipment, contract services, formal training, etc. Provides technical advice on fire protection aspects of engineering projects; aircraft operational training programs; munitions storage, processing, and handling; supply storage; fuel storage and handling; aircraft and vehicle maintenance operations; and utilization of buildings and facilities. In areas in which established standardized procedures, techniques, and equipment are inadequate, participates in developing or initially implementing new or improved techniques, procedures, or equipment. Identifies and recommends facilities that have requirements for additional installed fire protection systems and the need for local and/or automatic alarm reporting systems.

SUPERVISORY CONTROLS:

As the technical expert in fire protection/prevention, the incumbent works under the administrative supervision of the Base Civil Engineer who provides general policy and guidance. Work is normally self-generated in that the incumbent uses initiative and judgment in insuring the work of the function is accomplished in accordance with established policies and procedures. Only matters of a controversial or difficult nature are referred to the supervisor for advice or guidance. Work is reviewed based on results achieved, inspection reports, etc. Guidelines are available in the form of AF, ANG, FAA regulations, policies, and procedures.

TRAINING QUALIFICATION AND CERTIFICATION STANDARDS:

-Minimum certification standards are established for each level of the Air National Guard Aircraft Rescue Fire Fighter (ARFF) Program in accordance with the accredited fire fighter certification program defined in DoDI 6055.06-M.

-Certifications must be obtained either prior to placement into a position or within 24 months of placement. Failure to obtain the required certifications will be sufficient cause for demotion or removal from employment.

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.

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- 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 <https://asims.afms.mil/imr/MyIMR.aspx> (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-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 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)**

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- 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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