

# 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:  
[JFHQORAC.AGR.OMB@ANG.AF.MIL](mailto:JFHQORAC.AGR.OMB@ANG.AF.MIL)

## NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER:** AF13-524      **OPEN DATE:** 6 Mar 2013      **CLOSING DATE:** 5 Apr 2013

**UNIT/LOCATION:**

**116<sup>TH</sup> AIR CONTROL SQUADRON  
WARRENTON, OREGON**

**POSITION:**

**TRAINING MANAGEMENT CRAFTSMAN**  
(Vacancy and grade contingent on resource availability)

**PD #:** 80681

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

**GRADE/SERIES:**  
GS-1702-07

**UMD POSITION #:** 0708332  
-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS,  
-PROMOTION TO THE GRADES OF O-4, O-5, E-8, & E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.

**AFSC / MINIMUM ASVAB SCORE REQUIRED:** **3S2X1 / General = 59**

For additional information about ASVAB scores,  
reference the "Additional Information" section in this announcement and AFMAN 36-2108.

**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

**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  
THIRD AREA: THOSE ELIGIBLE TO JOIN THE OREGON AIR NATIONAL GUARD

**FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:**

SHOP/SECTION POC: MSGT STAN BRAWLEY, CSS SUPERVISOR, DSN 638-7810  
UNIT HR LIAISON: TSgt AARON JONES, 503-335-4029, DSN 638-4029

## DESCRIPTION OF DUTIES

This position is located in the Commander Support Staff, Air Control Squadron (ACS). Its purpose is to be the point of contact for the Air Control Squadron training activities.

(1) Oversees, monitors, and evaluates military/ancillary training requisites for the unit. This includes enrolling members in formal technical school training and career development courses (CDCs); oversight of the On the Job Training (OJT) program; and providing information on available formal and informal computer based training (CBT); all of which are essential or contribute to ACS the daily operations, training, and readiness missions. Subject matter areas for which training is administered involve a wide variety of technical, professional, clerical, and operations skills commonly found in the ACS. Advises the commander, training officers, and supervisors on the status, progress, and programming of training. Plans and complies training projections for out years based on growth and attrition projections, and conversion of weapon systems. Forwards unit training projections to NGB, Major Command (MAJCOM), and requesting organizations. Monitors and reviews all training applications to ensure the proper documentation, justifications, and qualifications; and that member meets all

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prerequisites, Analyzes available training resources, investigates cost effective alternatives and recommends alternative training processes i.e., CBRT, Distributed Learning, etc. Coordinates with higher headquarters on matters pertaining to formal school training quotas. Identifies resources and funding requirements to accomplish required training.

(2) Monitors and evaluates the OJT training programs for the squadron to ensure required training objectives and directives are achieved. Develops and implements local policies and procedures for uniform and effective internal OJT program management. Conducts OJT meetings in accordance with applicable directives. Provides instruction on training concepts, scope, objectives, responsibilities and procedures to the commander, supervisors, trainers, certifiers, and trainees. Develops lesson plans and instructs the Air Force Trainers Course and refresher course. Reviews personnel records and reports to determine training status of assigned personnel. Ensures that personnel are entered into appropriate training and adequate training materials, such as Career Development Courses (CDCs), are obtained. Reviews training progress of personnel and initiates appropriate corrective action for substandard training progress. Determines the validity of requests for retraining. Advises Commander and supervisors on matters pertaining to extension course institute and CDC programs and trainee progress. Evaluates the administration, operation, and effectiveness of the overall training program, and prepares written reports. Provides guidance on and reviews unit training waivers and CDC extensions/reactivation/reenrollments requests, for adherence to applicable regulations.

(3) Instructs management, section supervisors, and trainers on the concepts, scope, and objectives of management training programs. Directs, conducts, and monitors the training necessary to ensure understanding of the AF management system. Monitors training to ensure the proper use of instructional methods and techniques. Confers with management and key operating personnel to discuss factors pointing to training needs, problems, and the goals of training. Reviews training programs through analysis of reports, CDC results, USAF, MAJCOM and NGB directives.

(4) Monitors the upgrade training (UGT) program by establishing policies and procedures to provide a uniform and effective program. Conducts meetings to familiarize training supervisors with concepts, scope, objectives, methods, and procedures pertinent to upgrade training. Works with supervisors to develop or make changes to the Master Task Listing (MTL) based on the Career Field Education and Training Program (CFETP) files to effect additions, deletions, or changes to training requirements.

(5) Serves as the Administrative Site Coordinator for Distributed Learning; responsible for registering site to receive live broadcast, registers students, receives course materials and controls test materials. Coordinates with Technical Support Coordinator to ensure all required equipment is operational to receive live broadcast. Administers course materials to students, conducts progress checks, administers and grades exams. Completes and forwards all required administrative documents to course manager.

(6) Schedules and conducts Staff Assistance Visits (SAVs) to evaluate unit and functional area training programs and determine compliance with current instructions and directives. Ensures training programs meet continuously changing mission requirements. Reviews the accuracy of unit and functional area training documentation.

(7) Serves as the squadron's liaison with the Military Personnel Flight (MFP) for all OJT matters; as well as with Field Training Detachment (FTD), Air Education and Training Command (AETC) advisory services, film libraries, and other training device resources and ensures their effective utilization in support of ACS and related training programs.

(8) As unit Test Control Officer, administers controlled tests for personnel enrolled in mandatory/voluntary CDCs, Professional Military Education (PME) programs, Distributed Learning, and CBT courses. Authorizes, trains, and oversees the appointments and actions of test proctors when required.

(9) 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 the required AFSC or be eligible for retraining to the required AFSC and meet all eligibility criteria in AFMAN 36-2108/2105.

## **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 TAG-OR Command Policy Memorandum 127.
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years.
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB

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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, however; 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 November 2010**. Announcement number and position title must be annotated on the form. Download the current form version from; [http://www.ngbpd.c.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpd.c.ngb.army.mil/forms/ngbf34_1.htm)
- Current Report of Individual Personnel (RIP). RIP can be obtained from the servicing Military Personnel Flight (MPF). In lieu of a RIP, applicant may provide a printout from the Virtual MPF (VMPPF). Select 'Record Review', and then 'Print/View All Pages'. *Documents must show your ASVAB scores.*
- Copy of current passing physical fitness assessment. (AF Portal)

For 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 to ensure compliance. The Adjutant General is the final approving authority.

## TECHNICIAN APPLICATIONS

**How Applications Will Be Evaluated** – Your resume or OF 612 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.

**Qualifications** – Within your resume and/or OF612 please identify how you gained the Specialized Experience for this position. Applicants applying at the **GS-07** level must have **24 months** experience in positions which demonstrate the required Specialized Experience.

In order to qualify for this position, possession of a Secret Security Clearance may be required.

**Current Technicians who wish to remain in Technician status must submit the following:**

- Optional Form 612, Application for Federal Employment,
- Or a detailed Resume
- Or a Standard Form 171/172.
- And a Copy of current passing physical fitness assessment. (AF Portal)

## **READ THIS SECTION COMPLETELY!!**

### **IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION**

- 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. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. 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.**

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- **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 showing the date your application was mailed.
- Applications will be accepted until 1630 of the announcement closing date.

**E-MAIL APPLICATIONS TO:** [jfhqorac.agr.omb@ang.af.mil](mailto:jfhqorac.agr.omb@ang.af.mil) (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.**  
**(example: AF11-5xx – Doe)**

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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