

# 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)

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

**ANNOUNCEMENT NUMBER:** AF13-533

**OPEN DATE:**  
13 June 2013

**CLOSING DATE:**  
5 July 2013

**UNIT/LOCATION:**

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

**POSITION:**

**LOGISTICS READINESS**

- Vacancy and grade contingent on resource availability

**PD #:** D19590 **MAX MILITARY RANK AT TIME OF HIRE:** MAJ / O-4

**GRADE/SERIES:**  
GS-0346-12

**NOTES:**

- PROJECTED START DATE: 1 SEP 2013

**UMD Position #:** 0960328  
- 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: 21R3**

**(APPLICANTS WITHOUT 21R3 AFSC, MUST BE ELIGIBLE FOR CROSS-TRAINING TO QUALIFY)**

*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

**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

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

SHOP/SECTION POC: LT COL JOHAN DEUTSCHER, 541-885-6676, DSN-830-6676

UNIT HR LIAISON: SMSGT ANGELA AXBERG OR MSGT MEGHAN McMACKIN, 541-885-6580, DSN- 830-6580

## DESCRIPTION OF DUTIES

This position is responsible for the effective management of the Deployment and Distribution Flight which is comprised of a Plans and Integration Section; Small Air Terminal Section; and Distribution Section. Its primary purpose is to direct and manage subordinate functional areas and to serve as a technical expert over these functional areas.

This position provides supervision, subordinate guidance, and team leadership to dual status employees. Incumbent performs long-term planning and organizational development necessary to accomplish Deployment and Distribution functions for programs essential to ANG daily operations, training, and readiness missions.

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

## DUTIES AND RESPONSIBILITIES:

- (1) Responsible for the centralized command and control, planning, and execution of all wing deployment operations and the distribution of cargo and passengers. The flight is responsible for the execution of AEF Management, Unit Type Code (UTC) Management, In-Garrison Expeditionary Site Planning, and Installation Deployment Planning. The Deployment and Distribution Flight also operates a Deployment Control Center (DCC), Reception Control Center (RCC), and Installation Deployment Readiness Cell (IDRC), as necessary. This flight is responsible for the management of the wing's War Reserve Materiel (WRM) and Support Agreements. Additionally the flight is the single installation transportation authority for planning, managing, and executing the movement of personnel as well as the shipment and receipt for DoD cargo; during day to day and contingency operations.
- (2) Exercises direct supervision over subordinate personnel. Exercises independent judgment in directing subordinates, to include assigning responsibilities, providing guidance, and establishing standards of performance. Establishes and explains expected goals and assesses overall performance in reaching these objectives. Establishes, revises, or reviews policies, procedures, mission objectives, and organizational design for the staff, as necessary, to eliminate work problems or barriers to mission accomplishment, promote team building, implement quality improvements, or in response with regulatory compliance and/or customer requirements.
- (3) Recommends and participates in the selection of functional supervisors/employees. Approves leave and work schedules. Sets performance standards and conducts formal and informal appraisals of individual and flight performance. Reviews and evaluates performance indicators. Reviews training requirements, directs accomplishment of the training, and evaluates results. Counsels employees regarding problems and complaints. Resolves informal complaints through discussion and negotiation with employees, supervisors and union representatives, and mediates problems between subordinate flights. Initiates and reviews proposals for disciplinary action, when necessary. Works to achieve the objectives of government-wide policies and programs within the unit, e.g., Equal Employment Opportunity, Labor-Management Relations, etc. Ensures compliance with safety, housekeeping, environmental policies and directives. Reviews/approves reports and records. Ensures periodic reviews are made of position descriptions for currency and accuracy. Organizes and manages all subordinate positions.
- (4) Advises the Logistics Readiness Squadron Commander on flight related issues. May act for the squadron commander in his/her absence. Represents the Squadron Commander at senior staff meetings, conferences, etc.
- (5) Participates in unit assessments, inspections, installation deployment plans, deployments, disaster preparedness exercises, and Unit Control Center operations required to maintain the highest state of readiness. May be called upon to perform additional duties in support of various programs at the Wing/Group/Squadron level.
- (6) 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 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,

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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.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.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 (VMPF). Select 'Record Review', and then 'Print/View All Pages'. Documents must show your ASVAB scores.
- Copy of current passing physical fitness assessment. (from AF Portal)

- 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 career 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) 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 required experience for this position. Applicants applying at the **GS-12** level must have **36 months** experience in positions which demonstrate the required Specialized Experience.

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

- Optional Form 612, Application for Federal Employment
- Or a Standard Form 171/172
- And a copy of current passing physical fitness assessment
- And a detailed resume
- And a list of references

## **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 QUESTIONNAIRE 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.**
- **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.

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- 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: AF13-5xx – Doe)**

Applications may also be mailed to:

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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