

# 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)

## **142FW ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER:** AF13-538

**OPEN DATE:**  
22 Jul 2013

**CLOSING DATE:**  
5 Aug 2013

**UNIT/LOCATION:**

**142D FORCE SUPPORT SQUADRON.  
142D FIGHTER WING, PORTLAND, OREGON**

**POSITION:**

**HUMAN RESOURCES ASSISTANT (MILITARY)  
CAREER DEVELOPMENT  
(Position Contingent on Resource Availability)**

**PD #:** D16230 **MAX MILITARY RANK AT TIME OF HIRE:** **TSGT / E-6**

**GRADE/SERIES:**  
GS-0203-07

**NOTES:**

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

**UMD Position #:** 0839670  
-PROMOTION TO THE GRADES OF O-4, O-5, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE.  
-PROJECTED START DATE: 1 SEP 2013

**AFSC / MINIMUM ASVAB SCORE REQUIRED:** **3S071 / Admin = 41**

**(Applicants must have the 3S031 AFSC 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 MEMBERS OF THE OF THE 142FW, OREGON AIR NATIONAL GUARD

**AREA OF CONSIDERATION:**

FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE 142FW, OREGON AIR NATIONAL GUARD

SECOND AREA: CURRENT TRADITIONAL MEMBERS OF THE 142FW, OREGON AIR NATIONAL GUARD

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

Shop/Section POC: SMSgt Brion Rowley, 503-335-4052, DSN-638-4052

UNIT HR LIAISON: TSGT AARON JONES, 503-335-4029, DSN-638-4029

## **DESCRIPTION OF DUTIES**

This position is located within an Air National Guard Force Support Squadron (FSS), Mission Support Group at an Air National Guard flying wing. The primary purpose is to advise officers and airmen on military personnel issues and programs. The incumbent will manage personnel activities and programs as described below. The incumbent identifies the scope or nature of a situation, and determines the need for and obtains additional information through research of pertinent records, identifying trends and patterns, and/or review of technical reference material in order to resolve problems pertaining to human resources matters.

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

- Ensures accuracy of information input in the Defense Enrollment Eligibility Reporting System (DEERS), and the Real Time Automated Personnel Identification System (RAPIDS). Verifies information and prepares or ensures preparation of ID card requests for all eligible personnel.
- Performs personnel relocation actions pertaining to voluntary and involuntary reassignments, separations, retirements, conditional release programs, separations based upon Medical Evaluation Board/disability separations and retirements, Stop Loss waiver requests, Selective Retention separations, and inter and intra service transfers. Processes retirement requests. Processes officer and enlisted separation/retirement actions. Provides information to members on options and benefits.
- Compiles reports and statistical information regarding various programs.
- Conducts quality reviews of military personnel record service data. Researches service data discrepancies. Ensures action is taken to correct military records when required.
- Assists in the management of the Servicemen's Group Life Insurance (SGLI) program. Ensures unit members are aware of various benefits available through TRICARE medical/dental programs, Survivor Benefits, Thrift Savings Plan (TSP), etc.
- Administers the officer and enlisted evaluation system.
- Provides assistance in administering the Special duty Assignment Pay and Foreign Language Pay programs.
- Authenticates prior and non-prior service enlistments, and prepares & processes enlistment and appointment documents.
- Provides advice and technical assistance to senior leaders, support staff, and customers on various Career Development programs. Ensures personnel program compliance with current directives and standards.
- Performs Personnel Support for Contingency Operations (PERSCO) functions.
- Performs other duties as assigned.

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## **ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM**

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- 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.

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## **ADDITIONAL INFORMATION**

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- 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, 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.

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## APPLICATION INSTRUCTIONS

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**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.**

\*\*\*\*\* **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED** \*\*\*\*\*

**WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS**

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### AGR APPLICATIONS

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***Current AGR members or those who desire to become AGR, must submit the following:***

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- 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.ngbpdcd.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdcd.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)
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### ***ORANG - Air Technicians interested in converting to AGR status:***

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- 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) to ensure compliance.
  - The Adjutant General is the final approving authority.
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***Current Technicians who wish to remain in Technician status must submit the following:***

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- Optional Form 612, Application for Federal Employment
  - Or a Standard Form 171/172
  - And a Copy of current passing physical fitness assessment
  - And detailed Resume
  - And a list of references
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## TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:

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**General Experience** – 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.

**Specialized Experience for Technicians** – Within your resume and/or OF612 please identify how you have gained 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.

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

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

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- 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.
  - 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
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- 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 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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