

# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
NGOR-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](mailto:usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil)

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:  
<http://www.142fw.ang.af.mil/Resources/Careers/>

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

**ANNOUNCEMENT NUMBER:** AF19-581

**OPEN DATE:**  
2 Aug 2019

**CLOSING DATE:**  
2 Sep 2019

**UNIT/LOCATION:**

**142ND MEDICAL GROUP DET 1  
142ND FIGHTER WING, PORTLAND, OREGON**

**POSITION:**

**MEDICAL MATERIAL SPECIALIST**

(Vacancy and grade contingent on resource availability)

**POSITION GRADE: MSGT / E-7**

**PD #: D1881**    *MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE:* **MSGT / E-7**  
*MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE:* **SSGT / E-5**

**GRADE/SERIES:** **NOTES:**

GS-0000-07    -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 MAX MILITARY RANK IS CONTINGENT ON CONTROLLED GRADE AVAILABILITY  
1031637    - PROJECTED START DATE: **TBD**

**POSITION AFSC: 4A171\*\***

**This is a cross-training opportunity**

**MINIMUM ASVAB SCORE REQUIRED:** Admin = 48 (required for Re-training)  
**PULHES = 333323** (required for Re-training)

*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 AND  
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:**

SECTION/SHOP SUPERVISOR: CAPT KEVIN LINDSEY, 503-335-5168, DSN 638-5168  
FSS HR LIAISON: MSGT ASHLEY KENNEDY/JEANINE WILLIAMS, 503-335-4029, DSN 683-4029

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**  
\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\*

## DESCRIPTION OF DUTIES

1. Performs and manages administrative functions. Requisitions, receives and maintains medical materiel publication files. Provides information to using activities and unit leadership on issues, schedules, and related matters.
2. Performs, organizes, and monitors medical materiel management functions. Prepares and validates computer input data to establish, revise, and maintain master records. Determines requirements for and maintains records on war reserve materiel and other special programs. Initiates and manages the requisitioning, receipt, storage, issue and turn in of medical materiel. Ensures proper supply flow under various issue methods. Establishes and monitors a quality control program. Ensures effective internal controls for processing property documents and maintaining accountable records. Determines and evaluates action taken to establish stock control levels and inventory control. Conducts inventories. Processes, maintains and monitors requests for services and rentals. Coordinates internal operations with unit medical equipment maintenance activity. Monitors coordination of support by base activities. Coordinates medical materiel, air and ground mobility, deployment, bed-down, redeployment, and overarching logistics functions with conjoined Army National Guard unit and other agencies, as required.
3. Inspects, reviews and evaluates medical materiel support. Conducts periodic internal inspections of medical materiel for compliance with policies, procedures and directives. Analyzes reports and records and takes necessary corrective action. Ensures effective support is provided for all customers.
4. Performs medical materiel functions. Establishes and ensures timely and efficient management of excess materiel and equipment. Orders, Receives and inspects incoming supplies and equipment. Applies special handling procedures for controlled medical items, gases, precious metals, dangerous and hazardous materials and refrigerated or frozen materials. Provides and maintains medical kits and sets. Delivers supplies and equipment to defined customers.
5. Effectively liaises with medical equipment management function and non-medical materiel support. Validates and coordinates equipment requests in coordination with medical equipment management function. Monitors expense and investment equipment fund programs. Coordinates in-use equipment asset inventories with medical equipment management function; ensures necessary corrective actions and documentation are accomplished. Provides and monitors non-medical supply and equipment support in conjunction with with installation and external agencies.
6. Operates and supervises the operation of automated data processing equipment. Ensures system operations are according to standard system center documents. Performs and supervises periodic maintenance on computer systems. Ensures proper scheduling of all computer processing, and processes required programs.
7. Coordinates and executes in-garrison and deployed medical materiel warehousing, storage, transport, issue, and resupply. Manages day-to-day maintenance of controlled and non-controlled formulary items. Provides required information in support of unit readiness reporting.

## 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 AFECD Attachment 4, 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/Adobe%20PDF-F/ngb34-1.pdf>
- ❑ Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
  - RIP can be obtained 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) – Required if you are re-training into the AFSC.

### ***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://www.142fw.ang.af.mil/Resources/Fact-Sheets/Display/Article/438152/air-national-guard-job-opportunities/>
- The Adjutant General is the final approving authority.

### ***ORANG - Air Technicians wishing to remain in Air Technician status:***

If you are a Technician applying to this PVA and choose to remain a Technician, you will need to submit the same above application documents to the AGR mailbox. After the PVA closes, your application will be reviewed to ensure you meet the standards and requirements of the position. If you do, you will need to re-apply for this position via USA Jobs. Information for application via USA Jobs will be sent to you via email from the Human Resources Office.

### **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)
- 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

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**

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\* Email applications to [usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto: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: AF19-5XX Doe) Encrypted email may be sent to this address.

\* Applications can also be mailed to:

The Oregon Military Department  
NGOR-AC / AGR - Air  
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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