

# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
NGOR-AC/AGR  
P. O. Box 14350  
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:  
[142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto:142.WG.JFHQ-OR-AC-AGR.Org@us.af.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: AF20-605-Mod 1**      **OPEN DATE:** 27 September 2020      **CLOSING DATE:** 11 November 2020

UNIT/LOCATION:

**142D OPERATIONS GROUP**

**142D WING, PORTLAND, OREGON**

POSITION:

**COMMANDER'S SUPPORT STAFF**

(Vacancy and grade contingent on resource availability)

**POSITION GRADE: MSgt**

PD #: D1622      *MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE:* MSgt

GRADE/SERIES:      *MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE:* SSgt

GS-02-01-09

**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

\*\* HIRING AT THE MAX MILITARY RANK IS CONTINGENT ON CONTROLLED GRADE AVAILABILITY

- PROJECTED START DATE: **TBD**

UMD Position #: 0971785

**POSITION AFSC: 3F571\*\***

**\*\*This is a cross-training-opportunity\*\***

**\*\*Members wishing to cross-train must have an ASVAB General Score of 47 and minimum PULHES of P2 U2 L2 H2 E2 S2\*\***

**Resource Advisor experience highly desirable**

**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: CMSgt CARGIN 503-335-4935 / DSN 638-4935

HR LIASON : MSgt JESSICA CALDWELL, 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. Office Management. Manages processes and activities to support organizational communications, including correspondence preparation, distribution, suspense tracking, and workflow management. Also performs various administrative functions in support of military and civilian leaders, including calendar management, meeting support, and customer services duties. Ensures communications comply with standards for style and format.
2. Human Resources. Manages organizational personnel and manpower programs, such as personnel rosters, evaluations, decorations, supervisory data, orders, in-/out-processing personnel and manpower authorization requests. Ensures accuracy of information in personnel and manpower database systems. Coordinates personnel actions between unit of assignment and military personnel organizations.
3. Executive Support. Provides executive administrative support to General Officers and Senior Executive Service civilians, to include arranging travel and lodging, coordinating itineraries, and preparing trip folders. Assists in planning, preparing, arranging and conducting official functions. Coordinates with Protocol and assists with Distinguished Visitor (DV) support and events: manages recognition/special ceremonies, schedules event locations, coordinates mementos, and manages guest lists.
4. Overseas Postal Operations. Performs postal financial services, supply/receipt/dispatch functions, and mail delivery services. Provides security for all mail and postal directory services. Accepts items for mailing and advises patrons of all applicable postal and customs requirements. Maintains postal records, prepares forms/reports, supplies, operations plans, and adequate stock of postage and accountable money orders. Sells and cashes money orders and remits funds from postage stock/money orders back to United States Postal Service (USPS).
5. Official Mail. Prepares and receives incoming/outgoing mail from military or commercial carrier and checks manifest against mail received to ensure proper receipt. Operates Official Mail Center and prepares/distributes organizational mail.
6. 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 required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDAFOCD

## 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 AFECDA 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.**

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

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

\*\*\*\*\***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;  
<https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
  - Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
  - RIP can be obtained from the virtual MPP (vMPF)
  - Select 'Record Review', and then 'Print/View All Pages'
- ❑ Copy of current passing Fitness Tracker report from AFFMS II (from AF Portal, <https://www.my.af.mil/>)
- ❑ **IF you are wishing to Cross-Train, an AF Form 422 within 5 years, validated within 12 months, is required**

**ORANG - Air Technicians interested in converting to AGR status:**

- Selection for the advertised position does not constitute acceptance into the AGR program.
- **Indicate in your email your intent to convert to an AGR, if selected.**
- 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 AND a resume to the AGR mailbox.

**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
- 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**
- **All documents must be consolidated into a single PDF, in the order listed above, with the announcement number and last name as the file name (example: AF20-5XX - Doe). Do NOT use the portfolio feature.**
- Limit file size to less than 3MB (1MB or less is ideal)
- 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 the announcement closing date

Email applications to [142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto:142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil) (preferred method). Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line. (example: AF20-5XX 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; 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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