

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

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: AF21-557	OPEN DATE: 16 March 2021	CLOSING DATE: 15 April 2021
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UNIT/LOCATION:

**173D LOGISTICS READINESS SQUADRON
173RD FIGHTER WING, KLAMATH FALLS, OREGON**

POSITION:

**HEAVY MOBILE EQUIPMENT MECHANIC SUPERVISOR`
(Vacancy and grade contingent on resource availability)**

POSITION GRADE: SMSGT

MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: **SMSgt***

MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: **MSgt**

PD #: D2430

GRADE/SERIES:
WS-5803-10

NOTES:

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

* PROMOTIONS TO THE GRADE OF SMSGT ARE CONTINGENT UPON THE AVAILABILITY OF A CONTROLLED GRADE

UMD Position #:
0960377 0J

*THE SELECTED APPLICANT WILL NEED TO HAVE A MINIMUM TOTAL ACTIVE FEDERAL MILITARY SERVICE (TAFMS) OF 8 YEARS FOR MSGT, AND 11 YEARS FOR SMSGT. THOSE APPLICANTS NOT HAVING THE COMMENSURATE TAFMS TO THEIR CURRENT RANK MAY BE REQUIRED TO TAKE A VOLUNTARY REDUCTION IN RANK TO ACCEPT THIS AGR POSITION.

- PROJECTED START DATE: **01 MAY 2021**

POSITION AFSC: 2T390**

****This is a cross-training-opportunity for members in the 2TXXX AFSC family
holding a minimum skill-level of 7**

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: SMSGT MICHAEL KROUSE 541-885-6661 / DSN 830-661

HR LIASON : SMSGT SHANE RABBIOSI/MRS. McMACKIN, 541-885-6580, DSN 830-6580

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

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

DESCRIPTION OF DUTIES

1. Performs work planning responsibilities for the Vehicle Management Flight. Plans on a quarterly or longer basis the overall use of personnel and other resources. Determines resource requirements, materials, number of employees and the types of skill necessary to accomplish long range work schedules. Allocates resources and distributes work to organizational segments or groups under their control. Analyzes work plans developed by subordinate supervisors and work leaders and monitors the status of that work in relation to the overall schedule requirements, including unanticipated or emergency requirements. Coordinates changes that are not under the subordinate supervisor or work leader's control but would modify or deviate overall work schedules or affect the work operations supervised. Provides information and advice to higher level supervisors, management officials, and staff organizations on feasibility of work assignments, budget estimates, and workload data to assist in developing or reviewing proposed long-range schedules and work requirements. May participate with superiors in planning conferences and meetings. (45%)
2. Performs work direction responsibilities. Assigns and explains work requirements and operating instructions to subordinates and sets deadlines and establishes the sequence of work operations to be followed. Maintains balanced workloads by shifting assignments, workers, and other resources to achieve the most effective work operations. Reviews and analyzes work accomplishments, cost, and utilization of subordinates to evaluate work progress, control costs, and anticipate and avoid possible problems. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Participates with management officials and/or engineering personnel to develop qualitative and/or quantitative work standards. Evaluates work operations and reviews completed work and inspection reports to assure that standards are met. Coordinates work operations with the supervisors of other organizations and functions. (25%)
3. Performs administration responsibilities. Participates with the subordinate supervisors, work leader, and employees in the development of performance plans. Advises them in advance of performance expectations. Provides feedback on strengths and weaknesses. Appraises performance of subordinate employees in accordance with regulations. Rewards or uses corrective action, as needed, in performance management. Resolves grievances and complaints, keeping higher levels of management informed as to their disposition. Explains classification determinations to subordinate employees. Restructures positions when necessary to achieve the most effective and economical utilization of personnel. Assures that the subordinate supervisors, work leaders, and employees effectively carry out policies to achieve management objectives. Recommends promotion or reassignment of subordinate employees and determines their training needs. Schedules leave of subordinate employees, reviews personnel actions and performance appraisals initiated by subordinates, and acts on personnel problems referred. Maintains administrative records. Serves as a management representative at hearings, meetings, and negotiations involving labor management relations. Performs the non-supervisory work of the function as needed. (20%)
4. Ensures education in, compliance with, and practice of security directives, good safety, and health habits in all work areas. Ensures employees with access to classified information comply with security directives. Reports all known security violations to the proper authority immediately when discovered. Submits reports in accordance with reporting directives. Ensures safety equipment and protective clothing/gear are worn when mandated by regulations. Reports any condition which might pose a hazard to safety or health to the appropriate authority as soon as possible after detection (5%)
5. Applies Equal Employment Opportunity (EEO) principles and requirements to all personnel management actions and decisions, and ensures all personnel are treated in a manner free of discrimination. Takes positive action to implement affirmative action/EEO initiatives. Takes action to prevent or correct situations that may give rise to complaints of discrimination and/or sexual harassment. Cooperates fully with counselors, investigators, and examiners. (5%)
6. Other duties as assigned

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve 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 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 hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDA/AFOD

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

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

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 AGR tours in Oregon will not exceed 3 years; follow-on tours will be from 1 to 6 years, per ANGI 36-101 and ORANG force management policy
- 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 this background 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;
<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 MPF (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 Résumé** 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 **DIGITALLY SIGN**
- 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 & 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: AF21-5XX - Doe). Do NOT use the portfolio feature. Documents that cannot be combined due to digital signatures should be attached separately following the same naming convention ("AF21-5XX – Doe – 1")**
- Limit file size to less than 5MB
- 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

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

Email applications to 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: AF21-5XX 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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