

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

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

STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF18-517	OPEN DATE: 30 Nov 2017	CLOSING DATE: 21 Dec 2017
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UNIT/LOCATION:

**142ND LOGISTICS READINESS SQUADRON
142ND FIGHTER WING, PORTLAND, OREGON**

POSITION:

SUPPLY TECHNICIAN

(Vacancy and grade contingent on resource availability)

POSITION GRADE: SSGT / E-5

PD #: D2134
MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: **SSGT / E-5**
MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: **SRA / E-4**

GRADE/SERIES: GS-2005-07

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: **1 APRIL 2018**

UMD Position #: 1056893

POSITION AFSC: 2S051**

****Applicant must possess at least a 3 Skill-Level in 2S0X1 to qualify****

This is not a cross-training opportunity

*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:

SHOP/SECTION POC: MSGT SVETLANA BRUNSON, 503-335-4270, DSN-638-4270
FSS HR LIAISON: MSGT ASHLEY KENNEDY, 503-335-4029, DSN- 638-4029

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

DESCRIPTION OF DUTIES

- (1) Responsible for centralized inventory management accountable under the guidance of the United States Property and Fiscal Office (USPFO), to include warehouse assets, supply points, readiness spares, and WRM assets at prescribed frequencies.
- (2) Ensures accurate asset accountability records are maintained. Performs research to resolve all inventory discrepancies. Conducts inventory research to identify root causes, trends of inventory discrepancies/adjustment, maintains inventory trend charts, and performs corrective actions needed to prevent further out-of-balance conditions.
- (3) Prepares and publishes the master inventory schedule of all categories of property as outlined in Air Force Manuals and Instructions. Ensures all sections or flights affected receive notification of pending inventories.
- (4) Responsible for the Inventory Adjustment Register (M10) accountability. Ensures the M-10 is certified and approved by responsible parties. Manages and controls all rejects from item records frozen for inventory.
- (5) Assist the EAE in performing the semi-annual COMSEC/CCI, Weapons reconciliation, and monthly inspections in accordance with regulations.
- (6) Provide guidance to other Logistic Readiness sections to ensure compliance with DoD, Air Force and other applicable guidance in inventory management and control.
- (7) Coordinates with Operations and Compliance section to ensure accurate reporting to the LRS/CC/AO in accordance with regulations.
- (8) 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 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.
- 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

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**
 - o Announcement number and position title must be annotated on the form
 - o 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.**
 - o RIP can be obtained from the servicing Force Support Squadron (FSS)
 - o In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
 - o 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 <https://asims.afms.mil/imr/MyIMR.aspx> (CURRENT within 5 years, validated within 12 months)

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://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- The Adjutant General is the final approving authority.

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

- Detailed Resume
- Copy of RIP
- Copy of current passing physical fitness assessment
- A list of references

TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:

General Experience – Your resume 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 identify how you have gained specialized experience for this position
- Applicants applying at the **GS-7** level must have **12 months** experience in positions which demonstrate the required Specialized Experience

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**

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- **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

E-MAIL APPLICATIONS TO: usaf.or.142-fw.mbx.ifhq-or-ac-agr@mail.mil (preferred method)

Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.
(example: AF18-5XX Doe)

Encrypted email may be sent to the address listed above

Secure File Upload may be done at AMRDEC SAFE: <https://safe.amrdec.army.mil/safe>
(Reference AMRDEC SAFE Guide online, Do Not send encrypted email via AMRDEC)

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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