

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: AF22-611	OPEN DATE: 9 May 2022	CLOSING DATE: 9 June 2022
UNIT/LOCATION: 173D OPERATIONS GROUP 173RD FIGHTER WING, KLAMATH FALLS, OREGON		
POSITION: GROUP CHIEF (Vacancy and grade contingent on resource availability)		
PD #: D2397	POSITION GRADE: CMSGT	
GRADE/SERIES: GS-0301-11	MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: CMSGT* MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: SMSGT PROMOTABLE TO CMSGT	
UMD Position #: 0082598434	NOTES: -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS -PROJECTED START DATE: 1 OCTOBER 2022	
POSITION AFSC: 9G100** **This is a cross-training-opportunity; Any AFSC may apply		
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: COL JASON NALEPA 541-880-2493/830-2493 HR LIAISON: SMSGT AIMEE WHALING/MEGHAN McMACKIN, 541-885-6580 / DSN 830-6580		

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DESCRIPTION OF DUTIES

1. Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Advises on selection of candidates for vacancies, development opportunities, details, and reassignments; considers skills and qualifications, mission requirements, and Military Equal Opportunity (MEO) and diversity objectives. Applies MEO principles and requirements to all personnel management actions and decisions; and, ensures fair treatment of all personnel in a manner free of discrimination. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees accountable for satisfactory completion of work assignments. Appraises subordinate workers' performance ensuring consistency and equity in rating techniques. Periodically reviews position descriptions to ensure accuracy and the most effective utilization of personnel resources. Explains classification determinations to subordinate employees. Recommends awards when appropriate and approves within-grade increases. Mediates and resolves employee complaints and refers unresolved complaints to higher-level management. Initiates actions to correct performance or conduct problems. Effects minor disciplinary measures such as, warnings and reprimands and recommends action in more serious disciplinary matters. Prepares documentation to support actions taken. Identifies employees' developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Promulgates self-development. Administers leave program; approves master leave schedules to assure adequate coverage for peak workloads and traditional holiday vacation time. Ensures education and compliance with security directives for employees with access to classified or sensitive material. Recognizes and takes action to correct situations posing a threat to the health and safety of all airmen. (25%)
 2. Advises the group commander on assigned program areas of responsibility. Is a key enlisted leader who operates independently and is essential to mission effectiveness. Serves as the senior enlisted advisor to group leadership and provides support and assistance to the flight, squadron, division, and group. Develops procedures and guidelines to ensure that all airmen are trained, equipped, and provided with required logistical support to attain and maintain operational readiness to meet wartime taskings. Manages, reviews, and audits the Unit Manpower Document (UMD), prepares manpower change requests for the commander's approval; and, updates the Unit Personnel Management Roster (UPMR). Provides oversight on unit reenlistment and extension programs. Advises the group commander on enlisted roles regarding assigned program status, actual or potential problems, resources and changes that may impact mission effectiveness. Acts in a staff advisory role in regards to the development of short and long-range solutions to complex and on-going problems. Initiates or recommends policy, procedural, or program changes to resolve problems. Serves on various military or civic panels, and subcommittees at the state, regional, and national levels. (25%)
 3. Advises, carries out, and monitors the Group Commander's organizational policies, programs, and standards applicable to the enlisted force. Advises and initiates recommendations in matters pertaining to all airmen. Manages, studies, analyzes, and oversees the administration, coordination, planning, development, and execution of programs within their respective group for all airmen. Places particular emphasis on readiness, morale, welfare, discipline, performance, training, assignment, reassignment, and utilization as they affect the service contributions of all airmen in the accomplishment of federal, state, and local missions. Ensures comprehensive individual and unit indoctrination specific to mission awareness, as well as, prevention and resolution of complex issues affecting all airmen. Identifies group requirements and develops comprehensive staff plans that support goals and objectives applicable to all functional areas within the group. Conducts studies to develop plans and programs designed to develop and maintain high esprit-de-corps and morale among all airmen in accordance with The Enlisted Force Structure. (30%)
 4. Develops, participates, and provides guidance in planning, publicizing, and administering ANG enlisted awards, recognition and promotion programs. Provides guidance to flight, squadron, division, and group level personnel to assure proper dissemination, clarification, and administration of personnel policies. Coordinates with and advises the Group Commander on enlisted nominations for awards and assignment to key enlisted positions. Ensures prompt and appropriate recognition of all airmen. Establishes and monitors professional development of all airmen. Evaluates, oversees, and supports enlisted professional military education and professional development programs. Promotes welfare programs that provide all airmen guidance on qualifications, advancement, benefits, retirement, and provides commanders with recommendations to resolve problems. (10%)
 5. Serves as the commanders representative at staff meetings and councils and when conducting tours through group areas. Makes frequent contact with all airmen to champion commanders' strategies. Promotes continuous process improvement and innovative efforts that improve cost, quality, or time. Participates in, monitors, and advises the Commander on compliance with Air Force Fitness Standards and disciplinary actions. Oversees the development of standard operating procedures (SOPs) and other guides that further the understanding among all airmen and provide dynamic motivation for efforts toward attainment of readiness. Ensures employers and all airmen are aware of their rights and obligations under the Uniformed Services Employment and Reemployment Rights Act (USERRA) and the Employer Support of the Guard and Reserve (ESGR). (10%)
- Performs other duties as assigned.
- x. 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.

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- 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 hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFECDA/AFOD

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
- **In order to cross-train into this AFSC, you must meet the minimum requirements for this AFSC as listed in the Air Force Enlisted Classification Directory. If your ASVAB scores do not meet the minimum required IAW AFECDA Attachment 4, contact your servicing MPF. You have the option to retake the test, however, 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 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

<p><i>Current AGR members and those who wish to become an AGR must submit the following:</i></p> <ul style="list-style-type: none"> ❑ NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 November 2013 <ul style="list-style-type: none"> ○ 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). <i>Documents must show your ASVAB scores.</i> <ul style="list-style-type: none"> ○ 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 the myFSS application: https://myfss.us.af.mil/USAFCommunity/s/ ❑ IF you are wishing to Cross-Train, an AF Form 422 within 5 years, validated within 12 months, is required
<p style="text-align: center;"><i>ORANG - Air Technicians interested in converting to AGR status:</i></p> <ul style="list-style-type: none"> ➤ 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.
<p style="text-align: center;"><i>ORANG - Air Technicians wishing to remain in Air Technician status:</i></p> <p>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.</p>
<p style="text-align: center;"><i>READ THIS SECTION COMPLETELY!!</i></p> <p style="text-align: center;"><i>IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION</i></p> <ul style="list-style-type: none"> ➤ 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, <u>SIGN AND DATE</u> the application, or <u>DIGITALLY SIGN</u>

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- 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: AF22-XXX - 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 ("AF22-XXX – 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

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: AF22-XXX 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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