

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: AF22-638	OPEN DATE: 16 August 22	CLOSING DATE: 2 October 2022
UNIT/LOCATION: 142D LOGISTICS READINESS SQUADRON 142D WING, PORTLAND, OREGON		
POSITION: PRODUCTION CONTROL (FLEET MANAGEMENT) (Vacancy and grade contingent on resource availability)		
PD #: D2421000 <i>MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: MSGT*</i> <i>MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: SSGT</i>	POSITION GRADE: MSGT	
GRADE/SERIES: GS-1152-09	NOTES: -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS	
UMD Position #: 010051161C	- PROJECTED START DATE: 15 OCT 2022	
POSITION AFSC: 2T377** **This is not a cross-training-opportunity; Must hold at least a skill-level of 5		
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 LESLIE GREEN 503-335-4444 / DSN 638-4444 HR LIAISON: MSGT JESSICA CALDWELL, 503-335-4029 / DSN 638-4029		

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DESCRIPTION OF DUTIES

1. Serves as the program manager for the fleet custodial account, vehicle authorization and utilization programs. Prepares and defends base level submission for central appropriated fund procurement of motor vehicles and other budgetary accounts. Determines, coordinates, and ensures effective fleet utilization; conducts and coordinates vehicle validations, establishes and maintains Mission Essential Levels (MEL), priority vehicle recall listings, and conducts vehicle rotations. Manages, coordinates, and communicates fleet support, status, and utilization issues with unit commanders, National Guard Bureau, and DoD enterprise wide fleet managers. Reviews and coordinates on statements of work and performance requirements documents requiring government vehicles. Evaluates vehicular equipment for inclusion in Defense Property Accountability System (DPAS). Performs fleet management and operations analysis, manages the vehicle control program. Screens equipment requirements and obtains authorizations for vehicles and equipment to meet the unit's mission. Determines required maintenance; prepares and manages records to reflect changes in status of vehicles and equipment. Maintains the General Services Administration (GSA) vehicle lease program supporting the unit mission; accounts for vehicles, arranges with contract vendors in the local area for maintenance, services and warranty work; notifies GSA Regional Fleet Manager of status and maintenance actions; provides program oversight, reports damage and ensures budgetary funds are programed and available. (40%)
2. Determines, coordinates and ensures timely development of weekly, monthly, and yearly operational and maintenance plans for assigned general and special purpose vehicles and a variety of equipment. Projects parts, contract services, funds, and personnel required. Assigns work priorities and schedules vehicles and equipment for repair, inspections, and preventative maintenance based on consideration of shop capability and the requirements of the unit. Schedules and conducts maintenance planning meetings to refine and incorporate unscheduled maintenance requirements. Manages production workload and MEL requirements to ensure that minimum fleet levels are maintained and makes necessary adjustments to the production schedule. Analyzes, plans, and controls production independently, makes adjustments to meet deadlines, ensuring the most efficient and economical use of facilities and skilled labor. (20%)
3. Manages, formulates and performs analytical data reviews on a wide range of production indicators to assist in improving productivity or in determining causes of production delays. Serves as the primary vehicle account custodian, ensuring accuracy within the Defense Property Accountability System (DPAS) and other automated processing systems. Collects, consolidates, performs analysis and reconciles variances to ensure data integrity within associated programs. Incumbent coordinates between other ANG units, the National Guard Bureau, Department of Defense (DOD) agencies, and the Government Supply Agency (GSA) to ensure accurate accountability for vehicle receipt or transfers. Controls, reviews, and aligns vehicle authorizations, allocations and assets. Collects, manages, and documents man-hour utilization data, warranty tracking data, and parts procurement data to ensure FMIS accurately reflects sustainment cost and vehicle replacement eligibility. (20%)
4. Performs Materiel Control functions. Manages delayed parts, bench stock and working stock; Initiates, monitors and follows up on part requests. Checks, verifies and revalidates all parts requirements. Tracks Non-Mission Capable Status (NMCS) reportable vehicles by the mission capability (MICAP) reporting system. Coordinate all repair cycle asset matters; set up, inventory, reconciliation and management of supply points; turn in of serviceable and unserviceable assets, management of Due In From Maintenance (DIFM) assets. (10%)
5. Manages Time Compliance Technical Orders (TCTO) program. Takes action to order and follow up on needed parts kits for each TCTO. Plans and schedules TCTO accomplishments within requirements. Manages vehicle Service Bulletin (SB) and Quality Deficiency Reporting (QDR) program in compliance with United States Air Force (USAF), Air National Guard (ANG), and local

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directives. Manages and audits cost data to ensure all materials are validated and properly charged. Coordinates load testing and repair of load bearing equipment (i.e.; cranes, deicers, and bucket trucks); obtains copies of load test certification, maintains official files of the status of equipment, and ensures budgetary funds are available for such tests. Manages the Quality Assurance (QA) program ensuring compliance with standards and regulatory guidance. Manages the vehicle and equipment warranty and contract vehicle maintenance program, to include scheduling repairs with local warranty providers. Programs and schedules vehicles for depot maintenance repairs, initiates and tracks requests for locally manufactured items. Serves as a Quality Assurance Evaluator (QAE). (5%)

6. Participates as OJT Instructor in the Vehicle Management area. Conducts instructional classes on methods and procedures of operation and fleet management. Evaluates effectiveness of instruction, documents and maintains individual /section training and qualification records. (5%)

7. Performs 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 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 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 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 the myFSS application: <https://myfss.us.af.mil/USAFCommunity/s/>

ORANG - Air Technicians interested in converting to AGR status:

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- 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.

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: 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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