

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: AF22-646	OPEN DATE: 24 August 2022	CLOSING DATE: 23 September 2022
UNIT/LOCATION: 173D LOGISTICS READINESS SQUADRON 173RD FIGHTER WING, KLAMATH FALLS, OREGON		
POSITION: MATERIALS HANDLER (Vacancy and grade contingent on resource availability)		
PD #: D1950	POSITION GRADE: SSGT	
GRADE/SERIES: WG-6907-06	MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: SSGT* MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: AB	
UMD Position #: 009603610J	NOTES: -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS - PROJECTED START DATE: TBD	
POSITION AFSC: 2S051** **This is a cross-training-opportunity; 3-level in any AFSC Minimum ASVAB Score: A-41 or G-44		
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: MSGT CLINTON HORTON 541-885-6436/830-6436 HR LIAISON: SMSGT AIMEE WHALING/MEGHAN 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) Receives and processes notice to stock parts and equipment. Assures incoming materiel matches that of the accompanying documentation. Examines materiel for shortages, overages and obvious damage and coordinates any discrepancies with the Cargo Movement Element.
- (2) Stores all in-warehouse supply and equipment items. Provides secure storage and handling of classified and sensitive items. Provides proper storage and handling of Electrostatic Discharge Items (ESD) in accordance with applicable technical orders and publications. Determines within the general warehousing plan how to arrange stock within the storage area. Stores items for convenience of handling and ease of movement. Assures stored items are protected from damage, deterioration, and pilferage. Schedules and maintains an aggressive surveillance inspection program for items in central storage to assure that all assets are ready for issue. Takes necessary action to control deterioration and/or corrosion of items in storage. Assures required tags, labels, and markings are affixed to property to reflect identity, status, and condition. Makes sure that technical data is retained when retagging items. Initiates inputs to add or delete warehouse locations on item records.
- (3) Conducts periodic validation of warehouse locations. Responsible for the inventory and proper accounting of all in-warehouse assets. Performs special inventories as required.
- (4) Selects items to be issued and/or shipped and transfers them to the Cargo Movement Element for subsequent delivery/shipment. Issues oldest items first when dated item control applies. Assures items requiring special handling (i.e., classified) are receipted for by authorized individuals.
- (5) Inspects all classes of property for which the USPFO Accountable Officer has responsibility and/or accountability, including small arms, aircraft parts and components; motor vehicle parts; building and construction materials; special equipment; gasses, chemical, and wood products; packaged petroleum products: machines and communication equipment. Determines that materials are properly identified as to condition, identity, security, classification. Uses a variety of measuring devices, conversion charts to determine moisture factors on lumber and classification factors/special markings on gasses, chemicals and metals. Refers to contract specifications, technical orders, manufacturers' catalogs, stock lists, FEDLOG, and other available guides in identifying material (inspects for deterioration and corrosion of all stocked items and initiates/recommends necessary action). Prepares reports for damaged or deficient condition. Prepares written replies for higher headquarters tasking.
- (6) Monitors material suspect program to eliminate possible hazards or substandard material. Monitors petroleum/chemical materiel by regularly checking and inspecting all petroleum and chemical products stored to ensure test dates are within prescribed time frames. Coordinates with responsible agency by telephone, message, or correspondence to determine the serviceability of assets. Ensures all shelf life items are inspected quarterly for serviceability. Coordinates with base Medical Group's Bioenvironmental Health Technician on all hazardous items to ensure all items are identified on the item record. Monitors functional check program by coordinating inputs and routing items to the maintenance/supply liaison to ensure all functional check assets are ready for issue. Identifies and controls required Technical Order Compliance (TCTO), inventory, code and tags material in accordance with TCTO furnished by Maintenance Quality Assurance (QA). Endorses letter back to QA upon completion.
- (7) Identifies incomplete items. Assigns applicable condition code, affixes tag, initiates requests for component items to restore to serviceable condition. Follows established guidelines in assignment of demilitarization codes for disposal items. Monitors demilitarization, required documentation, and transfer of items to disposal. Downgrades low dollar value property to scrap, prepares documentation and transfers to Cargo Movement Element for disposal for lot processing. Requests special inventory for items found on base.
- (8) Manages the Precious Metals Recovery Program (PRMP).
- (9) Assists in formulating policies and procedures to ensure proper management, security, and control of all supplies and equipment in storage. Ensures procedures are written that direct a resource protection survey be accomplished on designated controlled areas within prescribed time frames.
- (10) Manages unserviceable holding area. Ensures disposition is received in a timely manner. Monitors Material Deficiency Reports (MDR) and Quality Deficiency Reports (QDR) pending disposition. Process turn-ins and Coordinates with Quality Assurance for disposition instructions.
- (11) Trains all supply personnel requiring an inspector's stamp or those performing inspector duties, by signature. Some training may be accomplished during drill status.
- (12) Assists in providing bench stock support to customer organizations.
- (13) 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.

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- 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). Documents must show your ASVAB scores. <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.
<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, 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

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- 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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