



# OREGON AIR NATIONAL GUARD



Oregon Military Department  
NGOR-AC/AGR  
P.O. Box 14350  
Salem, Oregon 97309-5047

## NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: 26-607**

### POSITION INFORMATION

|                                     |                                           |
|-------------------------------------|-------------------------------------------|
| <b>Open Date:</b>                   | 2-Sep-2026                                |
| <b>Close Date:</b>                  | 16-Sep-2026                               |
| <b>Position Title:</b>              | Senior Enlisted Leader                    |
| <b>Unit:</b>                        | 173d Maintenance Group                    |
| <b>Location:</b>                    | Kingsley Field, Klamath Falls, OR         |
| <b>DAFSC</b>                        | 9G100                                     |
| <b>Minimum Required Skill Level</b> | 9                                         |
| <b>UMD Position Number *</b>        | 1124345                                   |
| <b>Maximum Rank/Grade**</b>         | CMSgt                                     |
| <b>Minimum Rank/Grade:</b>          | CMSgt                                     |
| <b>Projected Start Date:</b>        | 1 Oct 2026                                |
| <b>Cross-Training Opportunity:</b>  | Yes- See last page for entry requirements |
| <b>Additional Requirements:</b>     |                                           |

### WHO MAY APPLY FOR THIS POSITION:

All Current Members of The Oregon Air National Guard and Those Eligible for Membership in the Oregon Air National Guard

### AREAS OF CONSIDERATION:

Area 1: Current Permanent Full-Time and Traditional Members of The Oregon Air National Guard

Area 2: 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 Tyler Cox, 541-885-6393

HR Liaison: Meghan McMackin, 880-2440 or SMSgt Melissa Wohlers, 541-885-6580

*\*Vacancy And Grade Contingent on Resource Availability*

*\*\*Promotion To the Highest Grade May Not Be Supported by The Units Manning Authorizations*

## ELIGIBILITY AND ENTRY REQUIREMENTS INTO THE AGR PROGRAM

- Member Must Meet All Eligibility Criteria in ANGI 36-101, The Active Guard/Reserve Program.
- 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 DAFMAN 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 DAFMAN 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 AFECDD/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.
- AGR Service in The Oregon Air National Guard Is Governed by Applicable AFI, ANGI, Selective Retention Review Boards (SRRB) And Command Policy Memorandums (CPM)

## SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION:

**You MUST submit ALL required documents IAW this announcement. Written explanation is required for any missing documents. All applicants are strongly encouraged to thoroughly review all application procedures prior to contacting ORANG/HR and especially prior to submitting your application. Applications will not be accepted after the close date listed on this announcement.**

- **NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, Form Version Dated 11 Nov 2013**
  - NGB FORM 34-1: <https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
  - Application must be completely filled out
  - Type or Print in Legible Dark Ink, Sign, and Date the application OR Digitally Sign
- **Current Report of Individual Personnel (RIP)**
  - RIP must show ASVAB Scores
  - Skill level commensurate with grade
- **Fitness Report**
  - Current, Passing score at time of submission and through announcement close date
  - Form 469 is required for exemptions on most recent fitness assessment even if expired
- **Official AF Form 422 current within 12 months only if Cross-Training Opportunity is applicable**
- **Additional Required Documents:**

## APPLICATION SUBMISSION INSTRUCTIONS

- **Email applications to: [142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto:142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil)**
- **E-Mail Subject Line should be the Announcement Number and Last Name ONLY** (Example: AF24-XXX - Doe)
- All documents should be consolidated into a SINGLE PDF, in the order listed above
  - File Name will be: Announcement number and Last Name (Example: AF24-999 – Doe)
  - Documents not combined will be attached and labeled with the same naming convention (AF24-999 – Doe – 1)
  - Do not use the Portfolio feature
- Limit file size to less than 5MB

**OREGON ANG JOB OPPORTUNITIES** (<https://www.oregon.gov/omd/ONG/Pages/Oregon%20Air%20National%20Guard%20Jobs.aspx>)**TECHNICIAN POSITION VACANCY ANNOUNCEMENTS** (<https://www.usajobs.gov/Search/Results?l=Oregon&d=AF&k=&p=1>)**Technician Vacancy Announcement Number**

N/A

**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 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, element, 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, element, 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.

Performs other duties as assigned.

## CROSS-TRAINING REQUIREMENTS

**ASVAB Score**

N/A

**PULHES Score**

P-3 U-3 L-3 H-3 E-3 S-3

### Additional Entry Requirements

AFI36-2109, 5 JANUARY 2021, 4.2.5.3.2. All group SEL candidates must possess an associate's degree or higher from a nationally or regionally accredited academic institution and must have previously attended the ANG CMSOC.