

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:
[HTTPS://WWW.OREGON.GOV/OMD/ONG/PAGES/OREGON%20AIR%20NATIONAL%20GUARD%20JOBS.ASPX](https://www.oregon.gov/omd/ong/pages/oregon%20air%20national%20guard%20jobs.aspx)

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF24-556	OPEN DATE: 27 MARCH 2024	CLOSING DATE: 26 APRIL 2024
UNIT/LOCATION: 125 SPECIAL TACTICS SQUADRON 142D WING, PORTLAND, OREGON		
POSITION: MEDICAL MATERIAL (MED LOG) FENCED AGR RESOURCE (VACANCY AND GRADE CONTINGENT ON RESOURCE AVAILABILITY)		
PD #: AGR ONLY	POSITION GRADE: MSGT	
GRADE/SERIES: AGR ONLY	- MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: MSGT - MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: A1C	
UMD POSITION #: 01072946	NOTES: -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS - PROJECTED START DATE: 1 JULY 2024	
POSITION AFSC: 4A171**		
THIS IS A CROSS-TRAINING-OPPORTUNITY ** MUST BE ELIGIBLE TO OBTAIN TS SCI CLEARANCE FOR ADDITIONAL INFORMATION, REFERENCE "ADDITIONAL INFORMATION" SECTION OF 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 PERSONNEL AND TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD. SECOND 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: CAPTAIN TARA STRYDER, 503-335-4132 / DSN 638-4132 LIAISON: MSGT JACOB KELLY: 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

PERFORMS AND MANAGES PREPARATION AND MAINTENANCE OF MANUAL AND MECHANIZED ACCOUNTABLE MEDICAL MATERIEL RECORDS, AND REQUISITIONING, RECEIVING, STORING, ISSUING, SAFEGUARDING, AND ACCOUNTING FOR SUPPLIES AND EQUIPMENT. PROCESSES AND MONITORS REQUESTS FOR CONTRACTS. IMPLEMENTS AND DIRECTS MEDICAL MATERIEL ACTIVITIES FOR INVENTORY CONTROL, ACCOUNTING, FINANCIAL PLANNING, AND MANAGEMENT OF SUPPLIES AND EQUIPMENT. PERFORMS AND MONITORS COMPUTER OPERATIONS.

PERFORMS AND MANAGES ADMINISTRATIVE FUNCTIONS. REQUISITIONS, RECEIVES, AND MAINTAINS MEDICAL MATERIEL PUBLICATION FILES. PROVIDES INFORMATION TO USING ACTIVITIES ON ISSUES, SCHEDULES, AND RELATED MATTERS.

PERFORMS, ORGANIZES, AND MONITORS MEDICAL MATERIEL MANAGEMENT FUNCTIONS. PREPARES AND VALIDATES COMPUTER INPUT DATA TO ESTABLISH, REVISE, AND MAINTAIN MASTER RECORDS. DETERMINES REQUIREMENTS FOR AND MAINTAINS RECORDS ON WAR RESERVE MATERIEL AND OTHER SPECIAL PROGRAMS. INITIATES AND MANAGES THE REQUISITIONING, RECEIPT, STORAGE, ISSUE AND TURN IN OF MEDICAL MATERIEL. ENSURES PROPER SUPPLY FLOW UNDER VARIOUS ISSUE METHODS. ESTABLISHES AND MONITORS A QUALITY CONTROL PROGRAM. ENSURES EFFECTIVE INTERNAL CONTROLS FOR PROCESSING PROPERTY DOCUMENTS AND MAINTAINING ACCOUNTABLE RECORDS. DETERMINES AND EVALUATES ACTION TAKEN TO ESTABLISH STOCK CONTROL LEVELS AND INVENTORY CONTROL. CONDUCTS INVENTORIES. PROCESSES, MAINTAINS, AND MONITORS REQUESTS FOR SERVICES AND RENTALS. COORDINATES INTERNAL OPERATIONS WITH THE MEDICAL EQUIPMENT MAINTENANCE ACTIVITY. MONITORS COORDINATION OF SUPPORT BY BASE ACTIVITIES.

INSPECTS, REVIEWS, AND EVALUATES MEDICAL MATERIEL SUPPORT. CONDUCTS PERIODIC INTERNAL INSPECTIONS OF MEDICAL MATERIEL FOR COMPLIANCE WITH POLICIES, PROCEDURES, AND DIRECTIVES. ANALYZES REPORTS AND RECORDS AND TAKES NECESSARY CORRECTIVE ACTION. ENSURES EFFECTIVE SUPPORT IS PROVIDED FOR ALL CUSTOMERS. VISITS SUPPORTED ACTIVITIES.

PERFORMS MEDICAL MATERIEL FUNCTIONS. ESTABLISHES AND ENSURES TIMELY AND EFFICIENT MANAGEMENT OF EXCESS MATERIEL AND EQUIPMENT. RECEIVES AND INSPECTS INCOMING SUPPLIES AND EQUIPMENT. APPLIES SPECIAL HANDLING PROCEDURES FOR CONTROLLED MEDICAL ITEMS, GASES, PRECIOUS METALS, DANGEROUS AND HAZARDOUS MATERIALS AND REFRIGERATED OR FROZEN MATERIALS. PROVIDES AND MAINTAINS MEDICAL KITS AND SETS. DELIVERS SUPPLIES AND EQUIPMENT TO SUPPORTED ACTIVITIES.

VALIDATES AND COORDINATES EQUIPMENT REQUESTS. MONITORS EXPENSE AND INVESTMENT EQUIPMENT FUND PROGRAMS. ENSURES IN-USE EQUIPMENT ASSET INVENTORIES ARE ACCOMPLISHED AND NECESSARY CORRECTIVE ACTIONS AND DOCUMENTATION IS TAKEN. PROVIDES AND MONITORS NON-MEDICAL SUPPLY AND EQUIPMENT SUPPORT.

OPERATES AND SUPERVISES THE OPERATION OF AUTOMATED DATA PROCESSING EQUIPMENT. ENSURES SYSTEM OPERATIONS ARE ACCORDING TO STANDARD SYSTEM CENTER DOCUMENTS. PERFORMS AND SUPERVISES PERIODIC MAINTENANCE ON COMPUTER SYSTEMS. ENSURES PROPER SCHEDULING OF ALL COMPUTER PROCESSING, AND PROCESSES REQUIRED PROGRAMS.

*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 DAFECD/DAFOCD

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.

APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.

******* PLEASE READ THIS ANNOUNCEMENT COMPLETELY *******

- 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.
- REQUIREMENTS FOR ENTRY INTO THIS SPECIALTY:**
- MUST BE ABLE TO LIFT 50 LBS
- MAGEX APTITUDE REQUIREMENT – (A)DMINISTRATIVE SCORE = 48 OR HIGHER
- MUST POSSESS A VALID STATE DRIVER’S LICENSE TO OPERATE GOVERNMENT MOTOR VEHICLES (GMV) IN ACCORDANCE WITH AFI 24-301, *VEHICLE OPERATIONS*.
- FOR AWARD AND RETENTION OF THIS AFSC, MUST MAINTAIN LOCAL NETWORK ACCESS IAW AFI 17-130, *CYBERSECURITY PROGRAM MANAGEMENT* AND AFMAN 17-1301, *COMPUTER SECURITY*.

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](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/](https://myfss.us.af.mil/usafcommunity/s/)
- COPY OF LAST 3 EPRS**

ORANG - AIR TECHNICIANS INTERESTED IN CONVERTING TO AGR STATUS:

- 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.**

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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