



OREGON AIR NATIONAL GUARD



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

STATEWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 26-582

POSITION INFORMATION

Open Date:	3-May-2026
Close Date:	4-Aug-2026
Position Title:	Recruiting Medical Admin
Unit:	JFHQ - Oregon ANG Recruiting & Retention
Location:	Flexible: Portland, Salem, or Klamath Falls based on selection
DAFSC	4N071
Minimum Required Skill Level	5
UMD Position Number *	0116127834
Maximum Rank/Grade**	TSgt
Minimum Rank/Grade:	SrA
Projected Start Date:	1 September 2026
Cross-Training Opportunity:	No
Additional Requirements:	This is a Temp AGR 1-year One Time Occasional Tour (OTOT). Also open to members that hold the 4A0X1 AFSC.

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

FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:

Section/ Shop Supervisor: SMSgt Anthony Martinez RRSEL

HR Liaison: MSgt Brandon Boyce

**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 AFECDAFOCD

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:**
 - Last 3 EPB/ OPBs
 - Official AF Bio
 - Letter(s) of Recommendation

APPLICATION SUBMISSION INSTRUCTIONS

- **Email applications to: 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

Reports directly to the Recruiting & Retention Senior Enlisted Leader (RRSEL). Provides guidance and direction to local recruiting team on all military medical accessions and retention requirements. Ensures MEPCOM compliance with programs and policies. Communicates directly with RRSEL on MEPCOM policy. Uses MEPCOM data to identify and communicate trends, challenges, successes and best practices to be used in planning policy, training, resource programming/execution. Position requires a vast amount of experience working with local Military Treatment Facility. (MTF)

1. Performs MEPS liaison and production management duties. Ensures proper coordination between the ANG and MEPS.
2. Will attend IRC and/or Military Entrance Processing Station (MEPS) Liaison meetings quarterly. Although ANG are nonvoting members of the IRC, it is important they attend meetings for awareness of scheduling changes and requirements, and to resolve potential processing issues or needs.
3. Conduct and or coordinate MEPS Orientations for new members for the Recruiting staff.
4. Ensures proper scheduling of ANG applicants to the MEPS is accomplished.
5. Provide liaison support between the ANG and the local MEPS on any issues concerning ANG applicants.
6. SME for DODI and SOPG for local MEPS.
7. Provide information and training for the Recruiting staff on MEPS processing, paperwork preparation and other issues pertaining to MEPS processing of applicants.
8. Verify that all ANG applicants meet initial eligibility requirements for accessions/retention standards for enlistment in the ANG.
9. Standardized medical accessions process throughout the State. Submit all "request to qualify" IAW local policy.
10. Coordinates all Palace Chase/Front medical clearance review local Recruiters and In-Service Recruiters.
11. Assist Recruiting staff on submitting medical accession waivers through appropriate system for approval.
12. Primary contact for all SG waiver processing questions and submittal process.
13. If assigned to local MEPS, positions will act as a liaison and provides monthly statistical reporting to the Recruiting Production Supt.
14. Reviews and provides trends and data on MEPS End of the Day Reports.
15. Works in close coordination with the Recruiting Operations with other activities directly related to MEPCOM updates and medical accession changes.
16. Provides guidance and direction to local recruiting team on all military medical accessions and retention requirements.
17. Access to MHS Genesis to conduct reviews on NPS and PS applicants to assist in the applicant processing timelines.
18. All other duties as assigned.
19. UMD will reflect an 4A051, but MCR can be submitted to allow the State to hire a 4N051
20. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.

CROSS-TRAINING REQUIREMENTS	
ASVAB Score	
PULHES Score	
Additional Entry Requirements	