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: AF27-516

POSITION INFORMATION

Open Date:	10-Nov-2026
Close Date:	10-Dec-2026
Position Title:	Command Support Staff
Unit:	173d Maintenance Group
Location:	Kingsley Field, Klamath Falls, Oregon
DAFSC	3F071
Minimum Required Skill Level	5
UMD Position Number *	112434434
Maximum Rank/Grade**	MSgt
Minimum Rank/Grade:	TSgt
Projected Start Date:	ASAP
Cross-Training Opportunity:	Yes- See last page for entry requirements
Additional Requirements***	See last page for cross-training requirements

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: CMSgt Nathaniel Morehouse 541-880-0936

HR Liaison: SMSgt Melissa Wohlers/Meghan McMackin 541-885-6580

Vacancy And Grade Contingent on Resource Availability
**Promotion To the Highest Grade May Not Be Supported by The Units Manning Authorizations*
*** Assignment to SMSgt/ CMSgt positions: Member must meet all promotion eligibility requirements in DAFI36- 2502, prior to placement into a higher graded position*

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 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.
- 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**
- 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. Program Management: Plans, organizes, and oversees the full complement of activities within the Group Commander's Support Staff (CSS). Oversees Group programs to facilitate the Group and squadron commander's vision. Keeps abreast of and briefs the Group and squadron senior Commander(s) regarding assigned program status; actual or potential problems and changes that could possibly affect the operation of the group and subordinate units. Recommends redirection of assets if necessary to achieve improved overall mission effectiveness. Oversees workflow and tasking to ensure personnel and administrative processes are completed as required. Reviews organization mission, functions, and manning requirements. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to senior staff on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely processed, measured, and reviewed at critical points. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Responsible for the implementation of internal policies, procedures and execution governing administration of CSS programs. Responsible for coordination with their respective Force Support Squadron on all matters related to Commander Support Staff (CSS) manning, training, and personnel related issues. Coordinates with other organization managers and customers as appropriate.
Manages a myriad of Unit Commander's programs to include; Drug Demand Reduction Program, Urinalysis, Voting Assistance, promotions and demotions, evaluations, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, Defense Travel System (DTS), Government Purchase Card Program, Government Travel Card Program, Air Force Fitness Program, Unit Security Program, Unit Self-Inspection Program, Unit File Maintenance, Unit Health Monitor, and personnel readiness programs. Determines program eligibility, requirements and provides customers resources. Counsels personnel on program eligibility, requirements, resources, opportunities, benefits, and entitlements that affect customer's career.
Responsible for program execution and tracking metrics on force management such as; assignment changes, commander's adverse action program, sanctuary, e-records management, selective reenlistment, and bonus programs. Utilizes MilPDS, Virtual Personnel Center (vPC) records, RAW, myPers and databases; and completes military personnel status changes or updates. Tracks and reports unit health medical readiness and provides statistics to senior leadership for readiness reporting. Reviews products from Military Personnel Section, validates status and briefs members. Works with commanders and personnel to resolve discrepancies and ensures the accuracy of data. Routinely crosschecks data between military personnel data system and source documents for record accuracy. Creates, interprets, and audit management assessment products and transaction registers and identifies mismatches. Prepares and processes Article 15s, letters of reprimand, investigation reports, unfavorable information files, involuntary demotions, and separation actions. Tracks and updates duty status changes, and accountable for duty status reporting to include leave, temporary duty, hospitalization, sick in quarters and casualty reporting. Validates leave web program and suspense systems for personnel actions and correspondence. Manages unit personnel roster (UMPR). Reviews, reconciles and accomplishes corrective action on Unit Manpower Document (UMD).
Maintains unit's fitness program, schedules, tracks and reports unit fitness readiness. Facilitates the unit reenlistment/extension program and prepares retention package for staffing through Force Support Squadron. Manages Unit Orders program using the Air Force Reserve Order Writing System (AROWS) and Manpower MPA Man-day Management System (M4S). Advises commanders and provides reports and statistics on personnel readiness. Prepares annual/special training orders and deployment orders. Receives order request, verifies eligibility, need for waiver, sanctuary, and/or deployment availability code. Creates order, provides member copy, and updates participation roster. Performs personnel actions by conducting in/out processing for home-station and deployed personnel, and maintains accountability. Reconciles data analysis products and ensures data accuracy of both deployed and home-station personnel. (40%)

2. Office Administration: Prepares the preparation and review of outgoing correspondence for conformance with Air Force instructions, policies, format, and assembly; for accuracy of spelling, punctuation, form, grammar; and for completeness of reports and correspondence. Reviews incoming correspondence to determine the appropriate action required and priority; referring to appropriate individual or office for response. Personally prepares response to routine inquiries; consolidates information for reports; interprets reporting requirements and implementing instructions; arranges with subordinate offices to submit response; and follows-up to meet suspense or deadline. Compiles and evaluates information for inclusion in a variety of documents and reports. Provides guidance and technical assistance to group staff regarding publications and forms preparation and processing procedures, information privacy, confidentiality, security, disclosure, and sharing of information. Assists with military personnel actions, coordinating with outside agencies and providing assistance to unit personnel and supervisors. Provides executive support to General Officers and Command Staff, to include travel arrangements, accompanying briefings, security arrangements, itinerary, travel orders and vouchers. (25%)
3. Technical Administration: Integrates Information Technology into Group Staff operations. Technical expert in Microsoft Office applications, Adobe Acrobat, Electronic Record Management, and other Air Force information systems to create, copy, edit, and print a variety of standardized documents. Prepares orders for a variety of actions (e.g., special tour, annual tour, school tour, and civilian orders) using the order writing system. Provides training and gives guidance in the preparation and publication of orders. Administers the Defense Travel System (DTS); provides training, approves e-finance process, creates profiles and pulls reports. Communicates needs for collaboration tools with Knowledge Management Center to automate processes. Designs and maintains collaborative tools; including but not limited to the Air Force Portal, SharePoint, websites and dashboards. Serves as a Unit Property Custodian. Will implement and enforce all Air Force cybersecurity policies and procedures using the guidance within AFI 33-200 instruction and applicable specialized (COMSEC, COMPUSEC, TEMPEST etc.) cybersecurity publications as unit Cybersecurity Liaison (CL). Develops methods for automating functions in the most efficient and effective manner. Uses MilPDS data to abstract, compile, and prepare a variety of personnel and historical reports using a variety of formats (e.g., statistical and narrative) for senior management decision making. (20%)
4. Unit Training Program. Assists the Unit Training Manager in managing the unit training program and all subsequent listed duties within this section. Serves as focal point for all Career Development Course (CDC) waivers. Orders and issues CDCs and processes CDC waivers. Tracks progression, and schedules End of Course (EOC) exams. Documents and reports CDC failures to Force Development Flight. Prepares AF IMT 2096, Classification/On-the-Job Training Action, affecting AFSC Special Experience Identified (SEI), or Upgrade Training (UGT) status. Ensures eligibility and completion of training requirements. Schedules, conducts and documents (memorandum for record) work center visits and follows up on corrective action. Briefs the Group Commander at least quarterly on the Status of Training (SOT). Processes classification actions for unsatisfactory progress in upgrade/qualification training. Documents Commander Recommendations. Prepares and conducts training review board and maintenance training review board. Responsible for overall management of OJT program for the Group and oversight of subordinate unit's OJT program utilizing AFTR, TBA and/or PEX. Conducts Staff Assistance Visits (SAV) and identifies root cause of deficiencies and recommends corrective actions for process improvements. Administers Education, Training and Distance Learning Programs. Manages Ancillary Training in Advanced Distributed Learning Service (ADLS). Forecasts and schedules ancillary training in ADLS, and reports ADLS training statistic to Base Education and Training Office (BETO). Submits a formal school forecast. Researches source for status and content and verifies individual/course meets requirements. Contacts Non-air Force sources to satisfy requirements. Coordinates formal training. Solicits training requirement, receives, processes and forwards formal training Report on Individual Personnel (RIPs) to appropriate personnel. Receives and forwards formal training RIPs to appropriate agency and clears suspense. (15%)

Performs other duties as required.

CROSS-TRAINING REQUIREMENTS	
ASVAB Score	A- 59
PULHES Score	P2 U3 L3 H2 E2 S2
Additional Entry Requirements IAW AFECD/AFOCD	

CROSS-TRAINING REQUIREMENTS IAW AFECD 30APR26:

3.5. Other. The following are mandatory as indicated:
3.5.1. Entry Requirements. For entry into this specialty, see Attachment 4 for additional requirements.
3.5.2. AFSC Award and Retention Requirements. Personnel must maintain local network access in accordance with AFI 17-130, Cybersecurity Program Management.

Notes:
AFR specific requirements: Retraining into the 3F0 Career Field is limited to E-6 and below for the Air Force Reserve.
ARC Only: Refer to the 3F Introduction section for FSS SEL position information.
ANG specific requirements: Retraining into the 3F0 Career Field is limited to E-7 and below. See the ANG Waiver Classification Guide for more details on retraining. A 3F091 must have been earned prior to selection/placement in a 3F000 duty position.