



MILITARY VACANCY ANNOUNCEMENT



ANNOUNCEMENT NUMBER: MVA26-003

| | | | |
|------------------------|---|--------------------|------------|
| Open Date: | 1-Jul-2026 | Close Date: | 3-Aug-2026 |
| Unit: | Headquarters ORANG, 230 Geer Drive Dr, Salem, Oregon 97309-5047 | | |
| Position Title: | Human Resources and Administration (HRA) | | |
| AFSCs: | 3F071 | | |
| Grade: | TSgt-MSgt (may apply) | | |
| Status: | Drill-Status Guardsman | | |
| Cross-Train: | Yes | | |

Who May Apply:

Current on-board members of the Oregon Air National Guard
Members eligible to join the Oregon Air National Guard

How to Apply:

1. Cover letter (memorandum style - reference AFH 33-337); 2. Current vMPF RIP (Record Review/Update, View/Print All Pages); 3. Current individual fitness report stating member is current and passing

Email Packages to:

andrew.kondor@us.af.mil

DUTIES AND RESPONSIBILITIES

This position is assigned to the Headquarters Oregon Air National Guard.

Specialty Summary. Manages and executes human resources and administrative programs that directly support Department of the Air Force (DAF) operations. Ensures mission readiness, personnel accountability, and organizational effectiveness through expert application of personnel policy, force management, and personnel operations. Advises commanders and Airmen on career progression, benefits, entitlements, and personnel readiness. Administers assignments, promotions, separations, retention programs, casualty operations, workforce planning, personnel data systems, and compliance inspections. Oversees executive correspondence, operational workflow, and unit-level administrative functions to enable efficient communication and mission execution. Manages military postal operations, ensuring secure and timely processing of official and personal mail in accordance with DAF, United States Postal Service (USPS), and federal regulations.

Please reference the Air Force Enlisted Classification Directory (AFECD)

(<https://myfss.us.af.mil/USAFCommunity/s/view-file?id=06983000000QQfcAAG>)
for the Duties and Responsibilities and Specialty Qualifications of the 3FOX1 career field.

- Cross Training Requirements (minimum): ASVAB / AFCT Administrative score of 59;
P 2 / U 3 / L 3 / H 2 / E 2 / S 2; Lift 40 lbs.

- POC is SMSgt Andrew J. Kondor, Military Personnel Management Assistant, HQ ORANG, (971) 355-3014,
andrew.kondor@us.af.mil

- E-Mail Subject Line should be the Announcement Number and Last Name (Example: MVA26-001 - 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: MVA26-002 - Doe)
- Do not use the Portfolio feature
- Limit file size to less than 5MB