



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: 24-592

POSITION INFORMATION

Open Date:	03-Sep-2024
Close Date:	03-Oct-2024
Position Title:	Retention Office Manager
Unit:	Joint Force Headquarters
Location:	Klamath Falls
AFSC Requirement:	Any
UMD Position Number *	081868034
Maximum Rank/Grade**	MSgt/E-7
Minimum Rank/Grade:	TSgt/E-6
PD Number:	N/A
Grade/Series:	N/A
Projected Start Date:	TBD
Minimum Required Skill Level:	N/A
Cross-Training Opportunity:	YES
Additional Details:	This is a 5 yr OTOT announcement with potential to convert to permanent AGR.

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:

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: SMSgt Anthony Martinez, 971-404-7715, DSN 355-3016

HR Liaison: MSgt Brandon Boyce, 971-355-3013, DSN 355-3013

**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)

APPLICATION REQUIREMENTS AND INSTRUCTIONS

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.

SUBMIT THE FOLLOWING REQUIRED DOCUMENTATION:

- **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 PVA is a Cross-Training Opportunity)**
- **Additional Document(s):**
 - Official Air Force Bio
 - Last 3 EPR/EPBs
 - Letter of Recommendation for current leadership/chain of command
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ORANG – AIR TECHNICIANS INTERESTED IN CONVERTING TO AGR STATUS MUST:

- Indicate in your e-mail your intent to convert to AGR if selected
- Selection for the advertised position does not constitute acceptance into the AGR Program

ORANG – AIR TECHNICIANS WISHING TO REMAIN IN AIR TECHNICIAN STATUS MUST:

- N/A

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)
- Encrypted email may be sent to this address
- 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

VIEW ALL CURRENT AIR AGR POSITION VACANCY ANNOUNCEMENTS AT:

<https://www.oregon.gov/omd/ONG/Pages/Oregon%20Air%20National%20Guard%20Jobs.aspx>

DESCRIPTION OF DUTIES

SPECIALITY SUMMARY: Responsible for administration and management of retention programs as outlined in applicable ANGIs and higher headquarters publications and directives. Organizes and executes programs to enlist/appoint and retain quality personnel to satisfy strength requirements of the wing and state. Ensures members are interviewed/counseled and current information is disseminated concerning benefits and entitlements, aiding unit commanders in force management goals and guiding members in achieving career goals, as appropriate. Communicate retention goals at all levels throughout the military structure. Military and full-time supervision of the ROM will be with the State Production Superintendent (SPS) or other office as designated by The Adjutant General (TAG).

1. Develop an annual unit retention plan to include goals and objectives, retention activities, advertising initiatives and financial planning.
2. Supervise/train traditional guard members who are directly involved in retention programs.
3. Assist SPS in establishing local recruiting and retention production standards based on unit strength requirements.
4. Administer Retention Programs to include CMP, UCA, MGIB and ANG Incentive Programs.
5. Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance(O&M) and Advertising funds.
6. Ensure AFRISS, ABR, DMDC and MILPDS are utilized to their full capabilities by all recruiting and retention personnel.
7. Manage office administration and serve as POC for all wing retention activities.
8. Coordinate monthly with the Flight Chief and the Unit Manpower Document Monitor to identify current and projected vacancies.
9. Provide recruiting and retention statistics and analysis to the Wing Commander monthly and/or quarterly as appropriate in coordination with the Flight Chief.
10. Inform RRS on recruiting and personnel force management issues and concerns and route all issues requiring NGB involvement through the Recruiting and Retention SEL.
11. Generate reports to NGB/A1Y through the SPS IAW NGB guidance.
12. Ensure recruiting and retention goals are met as determined by the Recruiting and Retention SEL. Individual FC and ROM goals will be comparable and may include: Enlistments, Appointments and Unit Saves.
13. Responsible for inputs and updates to AFRISS-TF website, as required; to include, but not limited to current unit specific information, vacancy list, order supply orders, recruiting and retention directory and ANG Wingman.
14. Develop Unit Programs to include, Retention events, briefings, internal recruiting and advertising, UCA Training.
15. Develop a partnership with appropriate wing offices for implementation of a Newcomer's Orientation Program and Sponsorship Program for all new members.
16. Other duties as assigned

SPECIALITY QUALIFICATIONS

1. Must have demonstrated the capability of maintaining recruiting production standards.
2. Must possess an overall knowledge of the ANG Recruiting Program.
3. Must possess knowledge, skill and proficiency in time management and sales techniques.
4. Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication and a working knowledge in current computer software applications.
5. Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant).
6. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions.
7. Comply with military duty eligibility requirements in IAW ANGI 36-101.
8. Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
9. Completion of the applicable sales training / coaching programs within one year of assignment is mandatory.
10. Completion of ANG Retention Management Course within one year of assignment is mandatory