



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: 24-577

POSITION INFORMATION

Open Date:	12-Jun-2024
Close Date:	13-Jul-2024
Position Title:	Supply Customer Service Rep
Unit:	142 Wing Logistics Readiness Squadron
Location:	Portland Air National Guard Base, Portland, Ore
AFSC Requirement:	2S051
UMD Position Number *	0113574834
Maximum Rank/Grade**	SSgt/E-5
Minimum Rank/Grade:	A1C/E-3
PD Number:	D1953000
Grade/Series:	GS-7
Projected Start Date:	1 Oct 2024
Minimum Required Skill Level:	3
Cross-Training Opportunity:	NO
Additional Details:	AGR resource added to LRS UMD effective 1 Oct 2024

WHO MAY APPLY FOR THIS POSITION:

This Announcement Is Open to All Current Members of 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: MSgt Aren Moffatt, 142LRS Flight Service Center Supervisor / (503)335-4413 / DSN 638-4413

HR Liaison: MSgt Jacob Kelley / (503)335-4029 / DSN 638 - 4029

*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 Cross-Training Opportunity is applicable)**
- **Additional Document(s):**
 - Last 3 EPBs/EPRs
 - Resume
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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:

- Submit the same above required application documents AND a resume to the AGR Mailbox

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

This position is located in the Maintenance Support Section of the Materiel Management Flight, Logistics Readiness Squadron, Mission Support Group, at an ANG Aviation Wing. The position is the Customer Service Representative performing Flight Service Center (FSC) duties within the Maintenance Support Section. The applicant must have flexibility to occasionally work night shift. The primary purpose is the point of contact for interfacing with the Global Logistics Support Center (GLSC) on behalf of the maintenance customers. Responsibilities include periodic visits to maintenance work centers; providing guidance for maintaining bench, operating, and shop stock; and assisting users in resolving any materiel management related problems; managing supply points, time-change, time compliance technical orders, Due-in From Maintenance (DIFM) management, awaiting parts, turn-around, local manufacture, command intensive management items, quality deficiency report programs, and the Air Force Repair Enhancement Program.

(1) Performs mission capability (MICAP) verification, reports and processes cannibalization actions. Establishes upgrade, downgrade, or cancels MICAP due-outs. Monitors status of items. processes local manufacture (LM) MICAPs and corrects discrepancies identified by the GLSC resulting from MICAP Enterprise Supply Solution (ESS) reconciliation.

(2) Establishes requirements for customer using automated systems and notifies customer of asset availability. Researches required information to perform item record loads. Processes issues, kills, and rejects management notices, status changes and cancellations.

(3) Processes Aircraft Document Review (ADR). Processes status inquiries and reconciles aircraft orders.

(4) Manages the DIFM listing, validates/updates DIFM listing with status by processing required transaction as necessary. Performs DIFM reconciliation with both maintenance and supply customers to ensure verification of current status and asset location. Updates DIFM monitor appointment letters. Processes DIFM turn-in (TIN) and turn-around (TRN).

(5) Manages the Supply Point program. Performs coordination with the customer service support element to ensure requisition objective is adequate. Also, prepares and processes Supply Point issues requests. Conducts physical reconciliation with the Supply Point monitor to verify detail balances, reconcile out of balance conditions as well as ensures all required transactions have been processed. Conducts Supply Point inventories, researches and reconciles discrepancies.

(6) Manages the AWP program. Completes required AWP checklist and processes necessary transaction to confirm status. Conducts AWP validation and coordinates with customer to determine status of AWP items. Initiates follow up with item manager for improved status as well as requests for disposition instructions for end item when AWP parts are not available. Sources for AWP lateral support. Joint coordination between the LRS and GLSC will be accomplished when reviewing the AWP Cross-Cannibalization management listing to determine possible AWP cross-reference cannibalization action.

(7) Maintains Tail Number Bin (TNB) and Due-Out Release (DOR) point.

(8) Reviews Two-Level Maintenance (2LM) metrics listing and takes appropriate action to improve repair cycle time. Reviews repair cycle data list and identifies critical items at which coordination is conducted with maintenance to ensure critical items are turned in at the prescribed time frame.

(9) Establish, maintain and delete bench stocks in coordination with supported activities. Review on-hand balance and process replenishment actions. Upon coordination and agreement, the customer may assume the responsibilities for binning, inventory, etc. (Refer to Support Agreement Procedures for support of tenant activities). Schedules and conducts bench stock reviews with the organizations.

(10) During periods of manpower constraints may be required to pull and deliver parts from various storage points.

(11) Attends daily/monthly meetings with maintenance. Performs reject management and working management listings.

(12) Performs other duties as assigned.

