



# OREGON AIR NATIONAL GUARD



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

## INTERNAL ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

**ANNOUNCEMENT NUMBER: AF-25-516**

### POSITION INFORMATION

<b>Open Date:</b>	04-Dec-2024
<b>Close Date:</b>	26-Dec-2024
<b>Position Title:</b>	Traffic Management Specialist
<b>Unit:</b>	173 LRS
<b>Location:</b>	Kingsley Field, Klamath Falls, OR
<b>DAFSC</b>	2T071
<b>Minimum Required Skill Level</b>	3
<b>UMD Position Number *</b>	112431434
<b>Maximum Rank/Grade**</b>	MSgt
<b>Minimum Rank/Grade:</b>	A1C
<b>Projected Start Date:</b>	ASAP
<b>Cross-Training Opportunity:</b>	NO
<b>Additional Requirements:</b>	

### 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 Jennifer Whitlock, 541-885-6135

HR Liaison: Meghan McMackin, 541-880-2440/MSgt Melissa Wohlers, 541-885-6580

*\*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 AFECDA/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**
- **Other Required Documents:**

## APPLICATION SUBMISSION INSTRUCTIONS

- **Email applications to:** [142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil](mailto: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

[CLICK HERE FOR OREGON AIR NATIONAL GUARD VACANCY POSITIONS \(OMD\)](#)

[CLICK HERE FOR TECHNICIAN VACANCY ANNOUNCEMENTS \(USA JOBS\)](#)

**Technician Vacancy Announcement Number**

25-010 <https://www.usajobs.gov/job/821008900>

### DESCRIPTION OF DUTIES

1. Serves as the technical transportation advisor to all statewide operating officials on all matters dealing with commercial movement of personnel and equipment. Analyzes and advises on transportation considerations relative to the domestic and international movement of equipment, supplies, and personnel via all commercial transportation modes. Assist in the development of, maintains, and exercises the commercial traffic functions of mobilization plans, as well as training programs for managers and mobilization augmentees on related transportation subjects. Provides input to the Defense Movement Coordinator (DMC), as required, with the preparation of the commercial transportation portions of the Automated Unit Equipment List (AUEL). Analyzes traffic data and characteristics to determine areas of potential improvement and makes recommends for changes to the Traffic Manager; identifies economic and efficient uses of transportation; and projects mission transportation requirements. Obligates and executes funding for the commercial transportation mission. (25%)
2. Ensures that traffic management and transportation services required to support the mission are accomplished. This includes services incident to receiving, processing, and dispatching commodity and passenger traffic; to include demurrage charges, drayage and other accessorial services not directly related to line-haul movements. Insures the preparation of Transportation Discrepancy Reports (TDR) and other documents in support of government claims against carriers for freight loss and damage or failure to provide contracted services. Reconciles Commercial Bills of Lading to verify receipt and shipment of equipment and supplies. Makes recommendations for changes in local policies and procedures to support the economical movement of contractually procured materials from vendors. Interprets and enforces Federal, State, and local regulations concerning the movement of hazardous materials and general commodities through various modes of carriage. Monitors and ensures proper handling, packaging, and shipping of arms, ammunition and explosives (AA&E), Controlled Cryptographic Items (CCI), and classified/sensitive items. Safeguards accountable transportation documents, which may include: Government Bills of Lading, Government Transportation Requests, and Uniform Service Meal Tickets. (25%)
3. Inspects, or provides for inspection of, commercial carrier terminals to locate and expedite delivery of astray government shipments. Ensures carrier capability complies with government requirements and specifications. Manages the Carrier Performance Program for the state and provides input to the Traffic Manager for the overall program. (15%)
4. Procures domestic and international travel for both military and civilian passengers. Reviews the travel arrangements provided by the Travel Services Contractor ensuring that special fares and/or discounts are utilized when feasible. Ensures advance procurement of transportation services to achieve greatest overall cost efficiency and oversees the audit of the Travel Services Contractor for application of appropriate discounts for official travel. Monitors the approved Travel Agent for official travel for quality assurance as an Assistant Contract Officer Representative (ACOR).

Advises travelers on entitlements and responsibilities and manages the processing of refunds for unused commercial tickets into the government accounting system. Ensures all travel requests are accompanied by approved travel orders and reconciles billing of requested travel services. Reconciles and validates the monthly billing for commercial air travel Centrally Billed Account (CBA) and submits it for payment. (15%)

5. Maintains all transportation related automated systems and databases to support the Traffic Management Programs for the State. (10%)

6. Accomplishes the full spectrum of support for state and Federal National Guard operations, training, readiness missions, natural disasters, and Homeland Defense/Defense Support of Civil Authorities (HLD/DSCA). (10%)

7. Performs other related duties as assigned.