

# Oregon Air National Guard



**OREGON MILITARY DEPARTMENT**  
JOINT FORCE HEADQUARTERS-OR-AC/AGR  
P. O. Box 14350  
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:  
[usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto:usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil)

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:  
<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>

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

<b>ANNOUNCEMENT NUMBER:</b> AF16-518	<b>OPEN DATE:</b> 5 Feb 2016	<b>CLOSING DATE:</b> 7 Mar 2016
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**UNIT/LOCATION:**

**173D CIVIL ENGINEER SQ.  
173D FIGHTER WING, KLAMATH FALLS, OREGON**

**POSITION:**

**FACILITY MANAGER**  
(Grade and Position Contingent on Resource Availability)

PD #: D22280    **MAX MILITARY RANK AT TIME OF HIRE: CMSGT / E-9**  
**MIN MILITARY RANK AT TIME OF HIRE: SMSGT / E-8** (Promotable per AFI 36-2502)  
GRADE/SERIES:  
GS-1640-11    **NOTES:**  
UMD Position #: 0258915    -PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS  
-PROMOTION TO THE GRADES OF O-4, O-5, O-6, E-8, E-9 ARE CONTINGENT ON THE AVAILABILITY OF A CONTROL GRADE  
-PROJECTED START DATE: **TBD**

**POSITION AFSC: 3E000\*\***

**\*\*Applicant must possess 9 Skill-Level in 3Exxx AFSC's to qualify\*\*  
(3E090, 3E290, 3E490, 3E591, 3E691)**

**This is not a cross-training opportunity**

**MINIMUM ASVAB SCORE REQUIRED: Gen = 44**

*For additional information about ASVAB scores,  
reference the "Additional Information" section in this announcement.*

**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:**

FIRST AREA: CURRENT PERMANENT FULL-TIME SUPPORT PERSONNEL OF THE OREGON AIR NATIONAL GUARD  
SECOND AREA: CURRENT TRADITIONAL MEMBERS OF THE OREGON AIR NATIONAL GUARD  
THIRD AREA: THOSE ELIGIBLE FOR MEMBERSHIP IN THE OREGON AIR NATIONAL GUARD

**FOR MORE INFORMATION ABOUT THIS POSITION OR THE UNIT OF ASSIGNMENT, PLEASE CALL:**

SHOP/Section POC: LT COL TIM BRUNER, 541-885-6361, DSN-830-6361  
UNIT HR LIAISON: MSGT AIMEE WHALING, 541-885-6580, DSN- 830-6580

**APPLICATIONS MUST BE SUBMITTED IN ACCORDANCE WITH INSTRUCTIONS ON THIS ANNOUNCEMENT.**  
**\*\*\*\*\* PLEASE READ THIS ANNOUNCEMENT COMPLETELY \*\*\*\*\***

## DESCRIPTION OF DUTIES

This position is located in the Civil Engineering (CE) Squadron, Mission Support Group of an Air National Guard (ANG) Aviation Wing. The primary purpose is to provide leadership, comprehensive planning of financial and day-to-day and long-term maintenance and repair programs within the Civil Engineer activity in order to ensure sustained reliability of real estate facilities in support of ANG organizations. The incumbent plans for, directs, organizes, and exercises control over military members of the CE squadron, Non-Dual Status (NDS) and Dual Status (DS) technicians, NDS civilian, state and contracted work forces. The position administers the state ANG Energy Management program. Responsibility is for not only the repair and maintenance of the ANG facilities but also for all assigned Geographically Separated Units (GSU).

(1) Responsible for the sustained reliability of real estate facilities in support of ANG organizations. Establishes and executes work involving the planning and directing of comprehensive programs for the operation, maintenance, repair, and improvement of Government facilities for the Wing/units Operation and Maintenance (O&M) programs. Adapts or modifies procedures and practices concerning property facilities, utility systems, buildings, equipment, plans, and grounds to meet the unique requirements of the Wing. Determines deficiencies and prepares packages for unusual or new construction, modification, and repair. Provides critical input to the CE Commander, Facility Investment Matrix (FIM), Base Master Plan, Space Utilization Plan and Facility Utilization Board (FUB) agendas. Prepares, develops and defends current and out-year operating and maintenance requirements regarding material and manpower needs for input to the Planning, Programming and Budgeting Systems (PPBS). Develops and implements long range plans for the maintenance or repair of roofs, airfield pavements, fuels storage, corrosion control, and Real Property Installed Equipment (RPIE). Develops and executes asbestos abatement plans, energy conservation initiatives, refrigerant management programs, and contingency response plans that affect the base and any local support agreements i.e., Airport Joint Use Agreement; mutual aid agreement, utility agreement, and the serves as the Federal Program Manager for the Civil Engineer and Environmental Appendices of the Master Cooperative Agreement (MCA) with the State of Oregon. Develops and/or reviews the snow and ice control plan, CE self-help program, and the base spill response plan. Ensures airfield, utility, and facility systems are operated in accordance with design intent and manufacturer's recommendation. Responsible for highly technical and specialized facilities associated with heating, ventilation, and air conditioning (HVAC), water treatment units, sewage treatment, fuels storage and dispensing systems, primary and secondary electrical distribution, and all additional utilities systems. Maintenance responsibilities include; motorized hangar doors, munitions storage and handling areas, warehousing and aerial port facilities, hoisting systems, environmental/corrosion control systems, jet engine test facilities, primary/secondary electrical voltage systems, and fire suppression systems, to include High Expansion Foam (HEF). Reviews regulations and directives to ensure programs and program requirements are in compliance with overall policies, procedures, objectives and instructions.

(2) Serves as CE Resource Advisor and primary representative to the Base Financial Working Group. Oversees and directs the formulation, integration and advocacy of organizational financial budgets and provides inputs to support PPBS issues. Serves as primary consultant to organizational commander for all CE financial issues. Provides financial planning, direction, and determination of funding requirements for facility operation and maintenance programs. Develops procedures and techniques used in developing, presenting, defending and evaluating organizational financial inputs. Submits and defends budget request to higher headquarters and to the State of Oregon Military Department. Directs all program expenditures through delegated spending authority to include budgets involving MCA (with state governments), Sustainment, Restoration, and Modernization, Real Property Services, Operations and Maintenance (O&M), Military Construction Program (MCP), and other Civil Engineer funds. Ensures all CE financial accounts are maintained in accordance with Federal and state statutes and are verified by internal and external audit agencies. Maintains communication of funding status with counterparts at the base financial management level, GSUs, state, and NGB financial management levels. Participates in the development of organizational policies concerning mix of in-service/contractual efforts. Performs study, analysis and evaluation of the use of Real Property Maintenance Resources in terms of need and time phasing. Performs studies to identify and propose alternative solutions to management. Serves as the organizations' audit monitor. Investigates and responds to congressional inquiries, GAO reports, and audits per AF direction and takes appropriate action, in collaboration with other offices, to align efforts toward maximum utilization of civil engineers financial resources. Utilizes and applies short and long range funding profile analysis of trade-offs between requirements, such as cost benefits of alternative budgetary and corresponding program options and effects of changes in programs.

(3) Directs recurring service and preventative maintenance programs, and repair and maintenance requirements through customer based work order requests, self-help, and building manager programs. Establishes and executes service contracts that include custodial, waste removal, and other services. Manages, directs and provides oversight for facility surveys, and prepares all documentation for identified requirements. Supervises staff responsible for ordering any required materials and ensures all outstanding work is completed. Develops and exercises contingency response plans necessary to sustain mission essential activities in the event of failure or interruption of primary systems, to include application of power generators, availability of critical spare materials, and the expeditious availability of maintenance resources. Implements, directs and manages Wing/unit energy programs to include education, conservation, and usage reporting through the Defense Utility Energy Reporting System (DUERS). Implements supplier, local, and federal government regulations for energy reduction initiatives. Keeps abreast of new technologies for energy conservation. Provides instructions to craftsman and building managers through intermediate subordinates concerning automated facility monitoring systems such as: direct digital control (DDC), electrical monitoring systems (EMS), base wide fire alarms, security, and lighting systems, to include

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technically advanced environmental systems supporting communications, and automated data processing equipment (ADPE) areas. Provides direction to the Production Controller and other internal CE functions regarding the Integral Engineering Management Systems or other computer based maintenance management systems. Coordinates and directs the execution of the repairs, recovery, or abatement identified in surveys conducted by the Air National Guard Civil Engineering Technical Services Center (ANG/CETSC). Ascertains which maintenance, repair, or minor construction projects are accomplished in-house or by contract while considering the urgency of need and overall mission priorities. Supervises those parties responsible for negotiating, invoicing, coordinating repairs and evaluating changes regarding utilities. Directs the procurement of maintenance and repair services and supplies through the use of state and Federal procurement systems, Federal and state contracting channels using job Order/Task Order Contracts, and the Government Purchase Card (GPC). All activities are subject to verification by internal and external agencies. Serves as the technical expert regarding the management of ANG facilities, including GSUs. Work requires regular and recurring field surveys and site visits requiring considerable physical activity. It may require lifting up to 75 pounds and ability to withstand heights up to 100 feet. It also has a 24 hour on call requirement.

(4) Supervises, directly or indirectly, the following personnel and their functions: Production Control, Power Production, Supply Technician/Tools and Parts attendants, the State O&M Superintendent and all maintenance and state accounting personnel. Through the application of management principles, interviews applicants, selects employees, and promotes good working conditions. Determines the types of personnel required to operate and maintain facilities, evaluates employee effectiveness, identifies training needs, and provides for formal or on-the-job instruction in building operation and maintenance functions. Develops specific position descriptions and/or performance standards unique to the base facilities, equipment, and mission. Typically manages Federal Technician/AGR and state employee programs i.e., awards and incentives program, worker's compensation, employee assistance, tuition assistance, recruiting and retention bonus programs, retirement systems, Diversity Training programs, and the Equal Employment Opportunity (EEO) program.

(5) Plays a pivotal role in maintenance, repair and construction activities. Provides critical direction in contract development and execution. Provides input to Statements of Work (SOW), project books, and the entire design process to ensure successful execution of the Base Master Plan. Through intricate knowledge of the base facilities and equipment is the key player to achieving the most efficient and economically beneficial design.

(6) Ensures base compliance with Federal standards including OSHA, EPA, NFPA, as well as other state and local standards. Directs training and certification of all CE personnel to ensure they are properly trained and equipped to perform their duties. Ensures compliance with hazardous materials management, utilization of confined space, industrial hygiene solid waste reduction, pesticide reduction, back-flow prevention, oil/water separator program requirements, energy consumption reduction, Americans with Disabilities Act, and recycling.

(7) Coordinates military members to carry out long-range squadron goals and short-range objectives. Provides direction to the squadron staff for effective management of Unit Training Assembly (UTA) activity schedules to accomplish squadron goals and higher headquarters requirements. Directs the administration of actions involving Absence Without Leave (AWOL) and Prior to Estimated Termination of Service Separations (PETS), waivers, and promotions. Keeps current on Status of Resources and Training System (SORTS), workday control, recruiting/retention, and Professional Military Education (PME) programs. Coordinates with the commander on issues concerning long range force management plans, training goals and objectives. Represents the squadron commander at group, wing and state level meetings. Serves as a mediator between union, state, and Federal agencies.

(8) Performs other duties as assigned.

**Specialty Qualifications:**

Comprehensive knowledge of state and Federal contracting laws; DoD, Army, Air Force, NG, local purchase and contracting/procurement regulations and procedures governing contracting activities and the ability to utilize analytical techniques to analyze various legal and contractual situations as they occur or before they occur. Thorough understanding of the various types of construction funding and their particular limits.

<b>ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM</b>
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- Must be a member or eligible to become a member of the Oregon Air National Guard.
- 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 AFI 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 AFI 36-2905, Fitness Program to be eligible for entry into the AGR program.
- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve Program.

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- Member must hold required AFSC or be eligible for retraining and meet all eligibility criteria in AFECDD/AFOCD

## ADDITIONAL INFORMATION

- AGR members will participate with their unit of assignment during Unit Training Assemblies (UTAs).
- AGR tour lengths in the State of Oregon are governed by Director of Staff - Air
- Initial tours will not exceed 6 years. Follow-on tours will be from 1 to 6 years, per ANGI 36-101
- To be considered for this position you must meet all minimum AFSC requirements to include the minimum ASVAB qualifying score. Scores are reflected on your personnel RIP.
- If your ASVAB score does not meet the minimum required IAW AFMAN 36-2108 Attachment 39, contact your servicing MPF. You have the option to retake the test.
  - You must schedule your test date and receive your new scores prior to the announcement closing date.
- 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 the check.

## APPLICATION INSTRUCTIONS

**APPLICATIONS MUST BE SUBMITTED FOLLOWING THE INSTRUCTIONS ON THIS ANNOUNCEMENT.**  
 \*\*\*\*\* **INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED** \*\*\*\*\*  
**WRITTEN EXPLANATION IS REQUIRED FOR ANY MISSING DOCUMENTS**

### ***Current AGR members and those who wish to become an AGR must submit the following:***

- NGB Form 34-1, Application for Active Guard/Reserve (AGR) Position, **dated 11 November 2013**
  - Announcement number and position title must be annotated on the form
  - Download the current form version from; [http://www.ngbpdc.ngb.army.mil/forms/ngbf34\\_1.htm](http://www.ngbpdc.ngb.army.mil/forms/ngbf34_1.htm)
- Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
  - RIP can be obtained from the servicing Force Support Squadron (FSS)
  - In lieu of a RIP, applicant may provide a printout from the virtual MPF (vMPF)
  - Select 'Record Review', and then 'Print/View All Pages'
- Copy of current passing physical fitness assessment. (from AF Portal, <https://www.my.af.mil/>)
- AF Form 422, Physical Profile Serial Report (CURRENT within 5 years, validated within 12 months)
- DD Form 369, Police Record Check (attached), (complete blocks 2-9, block 10 leave blank, sign block 11)

### ***ORANG - Air Technicians interested in converting to AGR status:***

- Selection for the advertised position does not constitute acceptance into the AGR program.
- Once notification of a selection is made, the individual is required to submit a request to change status through their current chain of command and forward to the Joint Forces Headquarters Office, AGR Section.
- The AGR Manager will evaluate the request against The Adjutant Generals state policy **CPM-131**, "**Limitation on Change of Status Between the Technician and AGR Career Programs**", to ensure compliance. (<http://newpreview.afnews.af.mil/142fw/resources/factsheets/factsheet.asp?id=11866>)
- The Adjutant General is the final approving authority.

### ***Current Technicians who wish to remain in Technician status must submit the following:***

- Detailed Resume
- And a Copy of current passing physical fitness assessment
- And a list of references

### **TECHNICIAN APPLICATIONS WILL BE EVALUATED ON THE FOLLOWING EXPERIENCE:**

**General Experience** – Your resume must describe your experience which directly relates to the position being advertised and must be substantiated with your months of experience under your job history.

#### **Specialized Experience for Technicians** –

- Within your resume identify how you have gained specialized experience for this position
- Applicants applying at the **GS-11** level must have **36 months** experience in positions which demonstrate the required Specialized Experience

**READ THIS SECTION COMPLETELY!!**

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**IMPORTANT NOTES REGARDING COMPLETION AND SUBMISSION OF YOUR APPLICATION**

- AGR Service in the Oregon Air National Guard is governed by **applicable AFI, ANGI and Selective Retention Review Boards (SRRB) and Command Policy Memorandums (CPM)**
- Applicant must type or print in legible dark ink, **SIGN AND DATE** the application, or use **DIGITAL SIGNATURE** on the new form versions
- Include the announcement number and position title on your application
- ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1
- Use SECTION V – CONTINUATION/REMARKS to fully explain any "YES" answers, (except 9 & 10)
- A current passing Fit Test will suffice for a "YES" response to question 17
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **Complete application packet should be in a single PDF format document**
- **Limit file size to less than 3MB (1MB or less is ideal)**
- You may paper clip your application, **Do not** staple, bind, tab, or use document protectors
- Submit only single sided copies of all application documents submitted
- Do not fax applications
- Applications mailed in government envelopes will not be accepted
- When mailing your application it is recommended that you obtain a delivery confirmation receipt
- Applications will be accepted until 1630 of the announcement closing date

E-MAIL APPLICATIONS TO: [usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil](mailto:usaf.or.142-fw.mbx.jfhq-or-ac-agr@mail.mil) (preferred method)

**Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line.**  
**(example: AF16-5xx – Doe)**

**Encrypted email may be sent to the address listed above**

Secure File Upload may be done at **AMRDEC SAFE**: <https://safe.amrdec.army.mil/safe>  
(Reference AMRDEC SAFE Guide online, **Do Not** send encrypted email via AMRDEC)

Applications can also be mailed to:

The Oregon Military Department  
JFHQ-OR-AC / AGR  
P.O. Box 14350 / 1776 Militia Way  
Salem, Oregon 97309-5047

**All applications (E-Mail or US Mail) must be received or post marked by the announcement closing date.**

*THE OREGON AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER  
SEEKING THE MOST HIGHLY QUALIFIED APPLICANTS*

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