

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

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

ANNOUNCEMENT NUMBER: AF16-528	OPEN DATE: 11 Apr 2016	CLOSING DATE: 9 May 2016
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UNIT/LOCATION:

**142D CIVIL ENGINEER SQ.
142D FW, PORTLAND, OREGON**

POSITION:

**BASE CIVIL ENGINEER
(Commander)**

(Vacancy and grade contingent on resource availability)

PD #: D155200 MAX MILITARY RANK AT TIME OF HIRE: **Lt Col / O-5** (Contingent on Controlled Availability)
MIN MILITARY RANK AT TIME OF HIRE: **Capt / O-3**

GRADE/SERIES:
GS-0800-13

NOTES:

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS

UMD Position #: 1011409 -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 / NLT 1 JUN 16**

POSITION AFSC: 32E3G**

****Applicant must possess 32E AFSC or be eligible to cross-train in order to qualify****

MINIMUM ASVAB SCORE REQUIRED: N/A

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: COL JENIFER PARDY, 503-335-5000, DSN-638-5000

UNIT HR LIAISON: MSGT CRYSTAL LINVILLE, 503-335-4029, DSN-638-4029

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 ANG Base Engineering Division. May assume the duties of the Base Architect/ Engineer in his/her absence. Provides supervisory and technical assistance to the Base Architect/Engineer in overseeing and managing the engineering shops and production control function. Provides technical support to all assigned sections. Provides guidance to these sections on standard and code requirements. Develops engineered solutions to technical problems, which are incapable of being resolved by subordinates. Typical problems require the need to perform extensive mathematical and technical calculations in engineering to include civil, mechanical, electrical, or general engineering as well as architecture. This position requires military membership. It is designated for National Guard officer incumbency only. The incumbent provides subordinate guidance and team leadership to Non-Dual Status and Dual Status employees. Incumbent performs planning development necessary to accomplish architecture and engineering functions for programs essential to state Air National Guard daily operations, training, and readiness missions. Fosters an environment conducive to teaming among service providers and customers to meet state Air National Guard requirements

b. DUTIES AND RESPONSIBILITIES:

1. Responsible for the acquisition, construction, maintenance, repair, and operating of real property facilities, and provides related management, engineering, and other support work. Specifically, this includes (a) acquisition, accountability, and disposal of real estate; (b) planning and programming of total requirements for the maintenance, repair, and construction of facilities including financial management of facility programs. (c) provision of basic utility services; (d) maintenance and repair of structures and associated equipment; (e) furnishing snow removal, pest control, fire prevention, and engineering services activities.
2. Exercises authority in planning, directing, controlling and coordinating architectural or engineering activities. Directs total operations through subordinate civilian supervisory and non-supervisory personnel. Plans, schedules and assigns work; establishes and monitors internal controls; and ensures uniform application of regulations, policies, directives, and professional engineering practices. Considers a variety of elements in determining funds available, contour of land, soil condition, weather and its effect upon building material, new engineering concepts, USAF Guides, etc.
3. Utilizes program and planning documents in determining real property facility requirements for programmed units and activities within the installation. Accomplishes long and short range planning for replacement of facilities or equipment including contingency operations for potential war or domestic emergency conditions. Oversees development and time phasing of operations and maintenance of real property facility and construction programs to ensure assimilation into the overall installation program. Responsible for implementation of the "total programming" concept for maintenance, repair, and construction of facilities. Advises on and reprograms activities to meet changes in mission and/or objectives requiring Commanders decision on phasing of specific activities and/or coordination with other activities.
4. Represents the Base Architect/Engineer at meetings and conferences with HQ ANG and intermediate command staff, Commanders and staff representatives of tenant organizations, Division and District Engineer representatives of the Corps of Engineers and Naval Facilities Engineering Command, metropolitan airports commission staff; FAA, Veterans Administration, highway department representatives; Federal, states, and city Environmental Protection Agency representatives. Coordinates on plans, exchanges information, recommends policy or procedures and keeps apprised of new architecture and engineering developments. Makes decisions in line with prior ANG Base policy and planning, such as priority of new construction, acceptance of completed work, facility disposal, real estate acquisition, utilization, or disposal actions.
5. Determines operational trends and forecasts requirements. Determines and coordinates acquisition and use of money, manpower, equipment and material. Plans required organizational structures to establish the essential functional elements necessary to carry out architectural/engineering responsibilities most effectively and economically. Delegates authority, ensures coordination, and develops new managerial methods and techniques to increase program effectiveness and decrease costs. Coordinates with ANG Civil Engineer Directorate and Engineering Divisions, selected civilian engineer and/or the Navy Facilities Engineering/Corps of Engineers (COE) offices on higher echelon-approved projects under the Military Construction Program and Real Property Maintenance Programs and requirements pertinent thereto.
6. Provides technical instructions and information on architectural, engineering and other technical requirements and assigns phases of projects to subordinate architects, engineers, engineering technicians, and draftsmen. Reviews work accomplishment during progress and, upon completion directs changes to achieve technically accurate and adequate layout and design computations, specifications, and estimates. Directs and reviews establishment and maintenance of record drawings, related files, compilation of data for annual budgets and revisions thereto and project capitalization.
7. Establishes technical engineering and architectural processes, criteria, and functions. Prepares or directs the preparation of engineering and architectural drawings, specifications and independent cost estimates for the construction, modification and maintenance of a wide variety of military buildings, structures, pavements, grounds, and utilities systems. Reviews architectural drawings, sketches, and specifications for technical adequacy, constructability, maintainability, operability, and interpretation in terms of requirements for manpower, supplies, and equipment. Participates as technical consultant and

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government engineering/architectural representative in conferences with Architectural-Engineering firms to insure that completed designs meet Air Force requirements in terms of technical sufficiency and economical use of funds and materials. Indicates and takes follow-up action on such changes in plans and specifications as may be required in order to meet technical, functional and utilization requirements. Prepares for record and higher authority, studies, briefs, reports, summaries, etc., pertaining to the base engineering functions and responsibilities.

8. Through subordinate supervisors, directs approximately twenty-five or more civilian and military employees engaged in readiness, Crash-Fire-Rescue engineering design, explosive ordnance disposal engineering, and operational facility maintenance duties and is responsible for providing training and facilities for the OJT and proficiency training of approximately 100 drill status officers and airmen. Exercises personnel management responsibilities normally found in positions at this level including identification of training needs for supervisors and technical staff members.

9. Develops and maintains effective engineering staff relationships with base and tenant organizations. In staff meetings and in daily activities, presents briefings on acquisitions, construction, operation, maintenance, and financial management concerning real property facilities. Identifies and discusses problems as well as corrective actions being taken, program status, including fiscal aspects of the engineering portion of the annual budget, and related matters of interest to the Commander and his staff.

- Performs other related duties as assigned.

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- 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.
- Member must hold required AFSC or be eligible for retraining and meet all eligibility criteria in AFECDA/AFODC

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
- ❑ 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'

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- 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-13** level must have **36 months** experience in positions which demonstrate the required Specialized Experience

READ THIS SECTION COMPLETELY!!

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.ifhq-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)

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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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