

Oregon Air National Guard



OREGON MILITARY DEPARTMENT
NGOR-AC/AGR
P. O. Box 14350
SALEM, OREGON 97309-5047

YOU MAY EMAIL YOUR APPLICATION TO:
142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil

VIEW ALL CURRENT AIR AGR JOB ANNOUNCEMENTS AT:
<http://www.142fw.ang.af.mil/Resources/Careers/>

NATIONWIDE ACTIVE GUARD/RESERVE (AGR) POSITION VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: AF21-638 **OPEN DATE:** 05 October 2021 **CLOSING DATE:** 20 November 2021

UNIT/LOCATION:

**142D CIVIL ENGINEER SQUADRON
142D WING, PORTLAND, OREGON**

POSITION:

FACILITY MANAGER
(Vacancy and grade contingent on resource availability)

POSITION GRADE: SMSGT

MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: SMSGT*

MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: MSGT

PD #: D2228

GRADE/SERIES:
GS-1640-11

UMD Position #:
02131711C

NOTES:

-PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS
PROMOTIONS TO THE GRADE OF SMSGT ARE CONTINGENT UPON THE AVAILABILITY OF A CONTROLLED GRADE
THE SELECTED APPLICANT WILL NEED TO HAVE A MINIMUM TOTAL ACTIVE FEDERAL MILITARY SERVICE (TAFMS) OF 8
YEARS FOR MSGT, AND 12 YEARS FOR SMSGT. THOSE APPLICANTS NOT HAVING THE COMMENSURATE TAFMS TO
THEIR CURRENT RANK MAY BE REQUIRED TO TAKE A VOLUNTARY REDUCTION IN RANK TO ACCEPT THIS AGR
POSITION.

-PROJECTED START DATE: **TBD**

POSITION AFSC: 3E691**

****This is a cross-training-opportunity; must hold at least a skill-level of 7 in your current AFSC**

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:

SECTION/SHOP SUPERVISOR: LT COL SCOTT M. WILCOX 503-335-4209 / DSN 638-4209
HR LIAISON: MSGT JESSICA CALDWELL, 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

1. Personnel Management. Incumbent typically supervises the following personnel and their functions: Production Control (Construction), Production Controller, Power Production Technician, Water & Fuels Maintenance Technician, CE Supply Technician, State Superintendent, Administrative Assistant and all maintenance and state accounting personnel. Through the application of management principles, incumbent interviews applicants, selects employees, and promotes good working conditions. Determines the type of personnel required to operate and maintain facilities, evaluates employee effectiveness and identify training needs, provides 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. Incumbent requires detailed knowledge of the state union contracts, personnel policies and procedures as they may vary between States. Incumbent must have a thorough understanding of the employee programs available. 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 program, retirement systems, Diversity Training programs, and the Equal Employment Opportunity (EEO) program, and any other State or Federally mandated programs. 25%

2. Plans and Programming. Responsible for the sustained reliability of Real Property 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 Operation and Maintenance (O&M) programs. Provides critical input to the Base Civil Engineer (BCE), through the CE Commander Facility Investment Matrix (FIM), Base Master Plan, Space Utilization Plan, Asset Management Plans (AMP), S-Files and Facility Utilization Board (FUB) agendas. Prepares, develops and defends operating and maintenance resources for Fiscal Year Defense Plan (FYDP), requirements to the Planning, Programming and Budgeting Systems (PPBS). Develops and implements long range plans for the maintenance or repair of real property facilities to include, but not limited to the life cycle of roofs, airfield pavements, fuels storage, corrosion control, and utility systems, and Real Property Installed Equipment (RPIE). Contributes to the management and execution of lead, mold and 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; Installation Support Services Agreements (ISSA), mutual aid agreement, utility agreement, and the Master Cooperative Agreement (MCA). Develops and annually reviews all CE plans and programs for real property sustainment and maintenance (i.e. self-help program, snow and ice control plan, base spill response plan, etc.) 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 any other local specialized requirements. Examples of specialized facility maintenance responsibilities include; motorized hanger 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, Aircraft Arresting Systems, and fire suppression systems, to include Aqueous Fire Fighting Foam (AFFF) and High Density Foam (HDF). Reviews regulations and directives to ensure program requirements are in compliance with overall policies, procedures, objectives and instructions. 20%

3. Financial Management. Functions as the Civil Engineer Federal Resource Advisor and primary representative to the Base Financial Working Group (FWG). Supervises and directs the formulation, integration and advocacy of organizational financial budgets and provides inputs to support PPBS issues. Serves as primary consultant to unit 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 develop, present, defend and evaluate organizational financial inputs. Submits and defends budget request to higher headquarters. Directs all program expenditures through delegated spending authority. These budgets include the MCA on state contributions, Sustainment, Restoration, and Modernization (SRM) Facility Operations (FO), Operations and Maintenance (O&M), Military Construction Program (MILCON), and other Civil Engineer resources. Ensures all CE financial accounts are maintained in accordance with Federal and state statutes and verified by internal and external audit agencies. Maintains communications of funding status with counterparts at the base financial management level, GSUs, State, and NGB. Participates in the development of organizational policies concerning mix of In-service and Contractual efforts. Analyzes and evaluates of the use of Real Property Maintenance Resources in terms of life cycle requirements. Studies are often performed to identify and propose alternative solutions to management. Incumbent is 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 analysis such as, cost benefits of alternative budgetary and corresponding program options for life cycle expenses. 15%

4. Operations Management. Directs and supervises recurring maintenance and repair, through customer based work order requests, self-help, and building manager programs. Establishes and executes service contracts that include Custodial, Refuse, Ground Maintenance, etc. 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. Such plans include application of power generators,

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availability of critical spare materials, and the expeditious availability of maintenance resources. Implements, directs and manages wing energy programs to include education, conservation, and usage reporting through Air Force Energy Reporting System (AFERS). Coordinates with engineering staff for development of Energy Savings Performance Contracts (ESPC). Implements supplier, local and federal government regulations for energy reduction initiatives. Continues initiatives for new technologies in energy conservation methods. Provides instructions to shop personnel and building managers; through intermediate subordinates concerning automated facility monitoring systems such as, Environmental Management Control Systems (EMCS), Electrical Monitoring Systems (EMS), fire alarms, security, and lighting systems. This direction also includes technically advanced environmental systems supporting laboratories, communications, and Automated Data Processing Equipment (ADPE) areas. Provides direction to the Production Controller and other internal engineer agencies regarding the Integral Engineering Management Systems (IEMS). Coordinates and directs the execution of the repairs, recovery, or abatement identified in surveys conducted by the Air National Guard CE 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 International Merchant Purchase Authorization Card. All activities are subject to verification by internal and external agencies. Recognized as the technical expert regarding the management of ANG facilities, including GSUs. 10%

5. Construction Contract Management. Plays a pivotal role in maintenance, repair and construction activities. The position provides critical direction in contract development and execution. Incumbents input to Statements of Work (SOW), project books, and the design process to ensure successful execution of the Base Master Plan. Incumbent may be the designated Contact Officer's Representative (COR) with oversight of contracts with Architects, Engineers, Contractors, Design and Submittal Reviews, construction meetings, progress reports and contract inspections, warranty and O&M manuals, punch lists assembly, and project acceptance. The Facility Manager may be designated as Task/Job Order Contractor (T/JOC) coordinator for the base. Facility Managers must have a thorough understanding of the various types of construction funding and their statutory limits. 10%

6. Compliance and Standards. This position plays a key role and possesses a vast knowledge of all CE regulations, directives and guidance. Ensures compliance with federal standards including Occupational Safety and Health Administration (OSHA), Air Force Occupational Safety and health (AFOSH), Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), Unified Facilities Criteria (UFC), Air Force Instructions (AFI), Air National Guard Instructions (ANGI), Department of Defense Instruction (DODI) as well as, other Federal, State and local standards. Professional interpretation and practical application at this level is the key to successful program execution. Manages CE personnel and directs training and certification to ensure personnel receive proper training and equipment to perform their duties. This position is responsible for compliance with, but not limited to, the following programs: Hazardous materials management, confined space, solid waste reduction, pesticide and herbicide reduction, back-flow prevention, oil/water separator program, energy consumption reduction, Americans with Disabilities Act (ADA), recycling, etc. 10%

7. Unit Management: Knowledge of Status of Resources and Training System (SORTS), Workday Control, Recruiting/Retention, and Professional Military Education (PME) programs is necessary, as directed, to oversee these programs. May direct administration actions such as: Absence Without Leave (AWOL), waivers, and promotions. Coordinates with the commander on issues concerning long range force management plans, training goals, and mission objectives. Incumbent represents the unit commander at group, wing, and state level meetings. 10%

8. Performs other duties as assigned..

ELIGIBILITY REQUIREMENTS FOR ENTRY INTO THE AGR PROGRAM

- Member must meet all eligibility criteria in ANGI 36-101, The Active Guard/Reserve 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 hold required AFSC or be eligible for retraining (if applicable) and meet all eligibility criteria in AFEC/D/AFOCD

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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
- **In order to cross-train into this AFSC, you must meet the minimum requirements for this AFSC as listed in the Air Force Enlisted Classification Directory. If your ASVAB scores do not meet the minimum required IAW AFECDC Attachment 4, contact your servicing MPF. You have the option to retake the test, however, 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 this background 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, **Form Version Dated 11 November 2013**
 - Announcement number and position title must be annotated on the form
 - Download the current form version from:
<https://www.ngbpmc.ng.mil/Portals/27/forms/ngb%20forms/ngb34-1.pdf?ver=2018-09-28-105133-833>
- Current Report of Individual Personnel (RIP). **Documents must show your ASVAB scores.**
 - RIP can be obtained from the virtual MPF (vMPF)
 - Select 'Record Review', and then 'Print/View All Pages'
- Copy of current passing Fitness Tracker report from the myFSS application: <https://myfss.us.af.mil/USAFCommunity/s/>
- IF you are wishing to Cross-Train, an AF Form 422 within 5 years, validated within 12 months, is required**

ORANG - Air Technicians interested in converting to AGR status:

- Selection for the advertised position does not constitute acceptance into the AGR program.
- **Indicate in your email your intent to convert to an AGR, if selected.**
- 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://www.142fw.ang.af.mil/Resources/Fact-Sheets/Display/Article/438152/air-national-guard-job-opportunities/>
- The Adjutant General is the final approving authority.

ORANG - Air Technicians wishing to remain in Air Technician status:

If you are a Technician applying to this PVA and choose to remain a Technician, you will need to submit the same above application documents **AND a Résumé** to the AGR mailbox.

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, 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 **DIGITALLY SIGN**
- 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 & 17)
- **FAILURE** to provide this documentation will result in the application not being processed
- **E-Mail is the preferred method of application receipt**
- **All documents must be consolidated into a single PDF, in the order listed above, with the announcement number and last name as the file name (example: AF21-638 - Doe). Do NOT use the portfolio feature. Documents that cannot be combined due to digital signatures should be attached separately following the same naming convention ("AF21-638 - Doe - 1")**
- Limit file size to less than 5MB
- 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 the announcement closing date

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Email applications to 142.WG.JFHQ-OR-AC-AGR.Org@us.af.mil (preferred method). Place the Announcement Number and Last Name ONLY in the E-Mail Subject Line. (example: AF21-638 Doe) Encrypted email may be sent to this address.

Applications can also be mailed to:

The Oregon Military Department
NGOR-AC / AGR - Air
P.O. Box 14350; 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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