

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: AF22-617

OPEN DATE:
04 June 2022

CLOSING DATE:
04 July 2022

UNIT/LOCATION:

**173D CIVIL ENGINEER SQUADRON
173RD FIGHTER WING, KLAMATH FALLS, OREGON**

POSITION:

OPERATIONS MANAGEMENT
(Vacancy and grade contingent on resource availability)

PD #: D2142

POSITION GRADE: MSGT

GRADE/SERIES: MAX MILITARY RANK AT TIME OF APPLICATION AND HIRE: MSGT*
GS-1152-09 MIN MILITARY RANK AT TIME OF APPLICATION AND HIRE: TSgt

UMD Position #: **NOTES:**
0083964934 - PROMOTION TO THE HIGHEST GRADE MAY NOT BE SUPPORTED BY THE UNITS MANNING AUTHORIZATIONS
- PROJECTED START DATE: **01 SEPTEMBER 2022**

POSITION AFSC: 3E671**

****This is a cross-training-opportunity for any CE AFSC with a 7 skill level**

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: CMSGT WILLIAM GAMRADT 541-885-6388

HR LIAISON: SMSgt AIMEE WHALING/MEGHAN McMACKIN, 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 Squadron (CES), Mission Support Group of an Air National Guard Wing. The primary purpose of this position is to provide a Production Control activity to validate, plan, estimate, schedule and expedite work through the efficient use of personnel and material, supporting all assigned facilities and Real Property Installed Equipment (RPIE) for Civil Engineer (CE) functions on the installation or assigned Geographical Separated Units and to manage deployment and logistical (supply) assets of the CES to ensure productive and effective utilization of material funding and requirements for all Civil Engineering tasks and responsibilities.

Duties involve work order management, oversight/management of CE operations to include training of drill status operations personnel, implementation of operations and supply procedures/operations, maintaining squadron mobility equipment, command and control contingency cell, providing supply guidance/assistance to other squadron personnel, oversight/performance of requisitioning, receiving, storing, accounting for and issuing a variety of repair parts, components, tools or vehicles, facility inspections, database maintenance and construction or contract management.

b. DUTIES AND RESPONSIBILITIES:

(1) Receives and reviews all work requests (oral and written) for validity, accuracy, and feasibility. Ensures proper coordination with outside organizations such as safety, fire, security, communications, occupational health, and environmental. Serves as the manager of the CES Operations (3E6X1) and material acquisition element. Functions as the office of primary responsibility (OPR) for implementing procedures required in the management and operation of CES unique work control systems. Estimates requirements for materiel, man-hours, and equipment time. Determines funding type, prepares job/work orders, and approves requests within his/her delegated authority. Introduces materiel requirements into the appropriate system(s) and schedules work when materiel is received. Develops and monitors Wing/units work order priority program. Coordinates with engineering/design to obtain blue prints, specifications, and related data concerning projects. Develops plans and specifications to promulgate customer's concepts into workable data. Schedules multi-shop (electrical, structural, mechanical, equipment operations, utilities) phasing for complex work. Follows up to determine if progress is as planned, arranging adjustments in materials, processes, and priority sequences to accommodate unexpected changes, etc. Monitors and controls the flow of work to ensure the most economical and efficient use of personnel, funds, and materials. Establishes in-house maintenance and repair priorities (mission essential, safety, security, etc.), collating requirements with available resources. Ensures work schedules for in-service civilian and military personnel are coordinated to maximize productivity. Coordinates with Material/Deployment Manager on assignment and utilization of all vehicles and equipment assigned to CES for the purpose of supporting scheduled work. Coordinates with other wing and off base organizations (equipment rental companies etc.) for use of equipment not in the CES inventory.

Conducts reviews of work processes, workflow, and space utilization, and determines improvements that are appropriate. Coordinates with the installation's Real Property Office for all work requiring capitalization. Interprets and applies directives to include: Occupational Safety and Health Association, National Electric Code, hazardous waste, environmental, National Fire Protection Association, Department of Defense (DOD), Department of Transportation (DOT), asbestos abatement, local policies, and Air Force Occupational Health Standards. (40%)

(2) Serves as the focal point for automated work control and supply programs within CES or throughout the installation. Demonstrates expertise of various computer programs and automated systems utilized by the CES relating to on-base work control or material handling activities. Utilizes the approved ANG CES Work Order Management System, Standard Base Supply System, Base Contract Automatic System and similar automated management systems identifying problem areas. Trains on and understands the Air Force approved work order and logistics management systems. Develops and implements written procedures or pursues other managerial alternatives to correct problem area(s). Maintains automated reports depicting status of Civil Engineering work and supplies. Identifies and documents maintenance support problem areas, recommends corrective action and performs follow-up action. Ensures proper utilization of automated resources and compliance with current directives and that internal communication routing procedures provide timely response or action. Ensures processing of material documentation produced by computer systems IAW applicable regulations. Provides input for the Facility Utilization Board (FUB) and implements approved actions for all facilities. Coordinates with the Facility Manager in the data collection, preparation, consolidation, and submission of the Air Force Energy Reporting System (AFERS) report. (25%)

(3) Ensures fiscal responsibility by establishing job/work orders under the correct organizational funding codes. Works with the CES Funds Manager in planning, formulating, analyzing, and coordinating CES supply budget submissions. Utilizes a working knowledge of the Planning, Programming, and Budgeting System (PPBS). Exercises a thorough understanding of all civil engineering funding classifications and their allowable legal allocations. Ensures job/work order expenditures under the Real Property Maintenance (SRM/FO) Master Cooperative Agreement, Appendix 21 (MCA) and that O&M budgets are correctly applied in order to provide a detailed audit trail. Incumbent is commonly delegated a spending authority in order to facilitate approval of work. (5%)

(4) Establishes and operates the customer service center. This includes but is not limited to; operating and managing CES storage facilities, to include those at geographically separated units and training sites, coordinating any movement of equipment and material to and from CES, coordination with building managers, soliciting and reviewing customer feedback, conducting trend analysis, service calls, providing guidance for self-help customers, providing interpretation of, and recommendations for adjustments to service contracts, and providing a central point for information vital to the accomplishment of the CES mission. Visits job/construction sites to observe status of and expedite projects. Implements changes to avoid future delays and problems based on trend analysis. Provides quality customer service data to the CES and Support Group Quality Assessment Teams. Serves as the CES focal point, coordinating activities with off-base organizations to expedite and coordinate work.

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Plans for and ensures proper marking of equipment and hazardous/sensitive materials. Ensures proper palletizing, labeling, storing, transportation, and disposal procedures are followed. (5%)

(5) In conjunction with the Facility Manager, coordinates and directs periodic inspections of Real Property and Real Property Installed Equipment (RPIE) Inventory data must reflect conditions, amount, type, and descriptions of all facilities and RPIE. Maintains backlog of essential long-term maintenance and repair requirements, ensuring all future maintenance, repairs, and minor construction work is identified and programmed for in-service or contract accomplishment. Results are used to forecast maintenance requirements and determine facility condition codes used as a basis for the Commander's Facilities Assessment Report. Formulates and administers the Recurring Maintenance Program (RMP). This program typically ensures prompt and continuous maintenance for all facility systems including existing and newly gained facilities. Recognizes the requirement to add recurring maintenance activities to the existing workflow as newer and highly technical systems are established through new construction. Coordinates maintenance schedules with construction contractors and the base maintenance force. Scheduling complexity is increased due to the age of ANG facilities and systems, which are kept in service beyond their normal life cycle. Determines the most effective utilization of resources to accomplish recurring maintenance actions by use of in-service employees, Traditional Guard personnel, and/or contract maintenance services. Tracks and submits material requirements through various supply systems for future RMP cycles. Coordinates RMP actions with building manager(s)/occupants. Ensures an effective program, which will minimize unforeseen mission interruptions. (5%)

(6) Supervises assigned staff so as to assign, direct, and review work of subordinates. Determines proper work methods and procedures, sets performance standards and makes formal appraisal of technician(s) work performance. Prepares formal requests for filling vacancies, selects or participates in the selection of subordinate(s) from lists of eligible applicants. Approves and disapproves leave. Formulates training programs for subordinate(s) and conducts informal training to broaden employee skills. Prepares formal requests and recommendations for promotions, reassignments and disciplinary actions. Receives formal grievances, resolving those that can be resolved at the lowest level. Keeps subordinate(s) informed of all aspects of personnel programs to include merit promotion, position classification, etc. Implements provisions of government-wide, Wing and unit programs, in the area of equal employment opportunity and employee management relations. (5%)

(7) Establishes and operates the CES Command Control Center during normal, contingency, and emergency operations. Operates radio networks, Local Area Network (LAN) computer systems and telecommunications devices to receive and disseminate information. Develops and implements contingency, sustainment and recovery plans or checklists designed to support complex operations. Tracks status, maintains accountability, and provides updates relating to personnel, equipment, and vehicles. During the initial stages of emergency operations (approximately up to 2 hours), incumbent must make sound, informed, and often, complex decisions, either neutralizing or minimizing impact on facilities required to support mission requirements. (3%)

(8) Establishes and maintains facility and construction folders to include records of all significant maintenance and improvements that have and have not been capitalized. Establishes and monitors the warranty/guarantee program for RPIE. Establishes an operations and maintenance (O&M) manual library for technical reference and service technicians. (3%)

(9) Initiates, monitors, and administers contracts, within delegated authority. Acts as Contracting Officer Representative, reviews material submittals, ensures execution of Statement of Work, performs daily and closeout inspections of all work completed by contract or construction personnel. Coordinates all contract work with building managers/occupants/users of affected areas. (3%)

(10) Manages CES mobility equipment and supply programs and provides training to drill status guardsmen in accomplishment of these tasks. Serves as the supply liaison between the CES Commander, key staff and higher headquarters. Coordinates CES logistics activities with affected Wing organizations (such as budget, supply, contracting, etc.), to ensure effective management of CES resources and an integrated logistics program. Acts as the focal point for all supply related matters involving CES. (2%)

(11) Manages Civil Engineering equipment/material accounts through a sophisticated Integrated Engineering Management computer system. Requisitions all materials, equipment, and services necessary to support CE functions, to include self-help projects. Monitors source allowances, validates requests, and processes documentation to procure equipment. Reports material status of work order/job order requirements. Performs a variety of State and Federal purchasing agent functions to procure CE specific items through use of the Government Purchase Card (GPC) program and other supply channels to accomplish all-inclusive Operations and Maintenance (O&M) purchases. Maintains/utilizes current Federal supply catalogs, stock lists, GSA catalogs, cross-reference lists, commercial manufacturers' parts lists and catalogs. Serves as the CES liaison for materials and services purchased by contract for contracts or projects. (2%)

(12) Coordinates training/work schedules for contractors, state and Federal employees, and Traditional Guard personnel with the Logistics Management Specialist or the Unit Training Manager in order to maximize training opportunities. Evaluates and recommends changes to schedules when necessitated by available personnel and mission requirements. Participates with OJT/shop superintendent/supervisor in developing training plans. Establishes the Unit Training Assembly (UTA) work/training schedule based on input from other functional areas. Conducts training for all other network users of the existing CE ANG approved Computerized Maintenance Management System (CMMS). (2%)

(13) Performs vehicle control responsibilities. Determines vehicle requirements, monitors vehicle status and training program, investigates and reports incidents. Attends vehicle authorization and utilization board meeting. Manages and coordinates the vehicle maintenance and assignment program. Oversees the assignment and care of assigned and leased vehicles and the development of justification for new vehicles and the retention of existing ones. (2%)

(14) Performs other duties as assigned.

x. Other duties as assigned.

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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/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.

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**

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- 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: AF22-XXX - 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 ("AF22-XXX – 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

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: AF22-XXX 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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