

# HAWAII AIR NATIONAL GUARD

## ACTIVE GUARD RESERVE FULL TIME Job ANNOUNCEMENT

<u>Application Opening Date:</u>	<u>Application Closing Date:</u>	<u>Position Number</u>
<b>21 DEC 2018</b>	<b>14 JAN 2019</b>	<b>FY 19-008</b>
<u>Duty Position:</u>	<u>Grade Min. / Max.:</u>	<u>Duty AFSC:</u>
<b>Operations Craftsman</b>	<b>MSgt (E7) / MSgt (E7)</b>	<b>3E671</b>

### Duty Location:

154 Civil Engineer Squadron  
335 Gardner Dr. Bldg. 3392  
JBPHH, HI 96853

Selecting Official: Col Joyce A. Merl

Point of Contact: MSgt Shane Gaines

Comm: 808-672-1235

Who May Apply: **1st Area of Consideration: Open to on-board technician within the (154 CE) Hawaii Air National Guard that has a duty AFSC 3E671.**

**2nd Area of Consideration: Open to military members within the Hawaii Air National Guard that has a duty AFSC 3E671.**

**3rd Area of Consideration: Open to Air Force military members located in the State of Hawaii that has a duty AFSC 3E671.**

**4th Area of Consideration: Open Nationwide to Air Force military members that has a duty AFSC 3E671 and must be able to become a member of the Hawaii Air National Guard.**

### Qualifications, Duties and Responsibilities:

Classification Directory AFECD & AFOCD - (accessed from a .mil computer)

<https://mypers.af.mil/app/categories/c/1363/p/13>

1. Specialty Summary. Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations. Processes and controls work requirements and manages CE Material Acquisitions in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources, such as equipment, personnel, Class IV materials and facilities. Related DOD Occupational Subgroup: 171000.

2. Duties and Responsibilities:

2.1. Establishes and manages the operation of the command and control centers and customer focal point. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed.

2.2. Ensures identification of environmental concerns. Develops and administers facility manager program. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications. Evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies.

2.3. Performs Quality Assessment Evaluation and develops Statement of Work on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts. Manages and advises on issues related to the operation career field. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards and policies.

2.4. Manages Civil Engineer Material Acquisition processes and systems. Performs Civil Engineer Class IV construction material, storage management, receiving, processing and requisitioning.

3. Specialty Qualifications:

3.1. Knowledge. Knowledge is mandatory of CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems, and equipment; supply procedures, directives, and policies; information management systems use; and work force management requirements, interpretation, and application of technical guidance, directives, operational plans, and command policies.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, and English composition is mandatory. Accounting, typing, and computer operations are desirable. For AD and ANG personnel, completion of AFIT WMGT 570, Civil Engineer Superintendent Course is highly recommended. For AFRC personnel refer to AFRCI 10-210, Air Force Reserve Command Prime Base Engineer Emergency Force (BEEF) Management, dated 14 Jan 14, para. 3.3 regarding completion of AFIT WMGT 570 course. NOTE: For AD, ANG and AFRC personnel, this is not a skill level awarding course.

3.3. Training.

3.3.1. For award of AFSC 3E631, completion of the basic operations course and CE 3-Level Common Core distance learning course is mandatory.

3.3.2. For award of AFSC 3E671, completion of the CE 7-Level Common Core distance learning course is mandatory.

3.3.3. Completion of the AFIT 570 MGT Superintendent Course for SMSgt's is desirable.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated.

3.4.1. 3E651. Qualification in and possession of AFSC 3E631.

3.4.2. 3E671. Qualification in and possession of AFSC 3E651.

3.4.3. 3E691. Qualification in and possession of AFSC 3E671.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.

3.5.1.2. Ability to speak clearly, concisely, and distinctly.

3.5.1.3. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security. 222

Additional Duties and Responsibilities:

ARTS, SORTS, DRRS, MONITOR  
UNIT SECURITY MANAGER  
ATAAPS TIMEKEEPER  
ODTA MANAGER  
RESOURCE ADVISOR  
UNIT DEPLOYMENT MANAGER  
UNIT TRAINING MANAGER  
UNIT FITNESS PROGRAM MANAGER  
UNIT HEALTH MONITOR

**FAILURE TO SUBMIT REQUIRED DOCUMENTS WILL RESULT IN THE APPLICATION BEING RETURNED WITHOUT ACTION.**

**REQUIRED DOCUMENTS:**

1. NGB Form 34-1, dated November 2013, Signed, dated and **annotated with job number and title.**  
**\*YOU MUST USE THE FOLLOWING LINK TO OBTAIN THE CORRECT VERSION OF NGB FORM**

**34-1:** <http://www.ngbpdcc.ngb.army.mil/forms/Adobe/ngbf34-1.pdf>

\*ALL APPLICANTS Must FULLY complete SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE of the NGB FORM 34-1. Any "YES" answers to the questions (except 9 & 10) require a separate sheet fully explaining the "YES" response. A current passing Fit Test will suffice for a "YES" response to question 17. FAILURE to provide this documentation will result in the application being returned without action. **\*\* Application must be signed \*\***

2. Current & complete Report on Individual Personnel (RIP) printout from virtualMPF
3. Most recent copy of current passing fitness assessment

Forward application and attachments to:

Inquiries Call: (808) 672-1235

**Applications are required to emailed to:** [NG.HI.HIARNG.MBX.NGHI-HRO-AGR@mail.mil](mailto:NG.HI.HIARNG.MBX.NGHI-HRO-AGR@mail.mil)

*Applications must submit through a DOD government computer and any applications received after 24:00 of close date are returned without action.*

**NOTE:** Due to software constraints, we only accept applications in the following formats by email: MS Word (.docx) or other MS Office products (Outlook file, Excel, PowerPoint) Adobe File (.pdf) Rich Text File (.rtf) Text File (.txt) Tagged Image File

Format (.tif or .tiff) Graphics Interchange Format (.gif) Joint Photographic Expert Group Image (.jpg or .jpeg) and PureEdge Forms

## **Equal Opportunity/ Basic Eligibility Requirements:**

- Application screening will be made without regard to race, religion, color, gender, or national origin.
- Applicants are subject, but not required, to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official.
- Selection will be made from those applicants determined best qualified in terms of experience, training and demonstrated performance ability.
- All interested members may apply by submitting a completed NGB Form 34-1 and a recent RIP, which can be obtained from the virtual MPF. Due to manning restrictions, positions will not be filled if funding/resource are not available.
- Pregnant females are eligible to apply for AGR tours. Individuals selected for AGR tours must meet all applicable medical and physical requirements in accordance with AFI 48-123 prior to entering or initiating the tour. If selected, they cannot be appointed and entered on active duty until the pregnancy period has expired.
- Must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. Must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and HIV test must be completed not more than six months prior to the start date of the AGR tour. The State Air Surgeon will review all medical examinations and determine if a member is physically qualified to enter on AGR duty.
- Grade inversion is detrimental to the military nature of the ANG and is not authorized.
- Must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the AGR program. Any member in the Fitness Improvement Program (FIP) is ineligible for entry into any type of AGR tour program.
- Should be able to complete 20 years of total active federal military service (TAFMS) prior to reaching mandatory separation - - 28 years commissioned service date for officers; age 60 for enlisted members. Waiver authority of this requirement is The Adjutant General. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding. The HING, HRO AGR Branch will maintain the completed and signed Statement of Understanding.
- Must not have been separated "for cause" from active duty or a previous Reserve Component AGR tour.