



**Colorado Air National Guard
Active Guard Reserve (AGR)
Position Announcement #
COANG 20-302**



<https://co.ng.mil/Jobs/Air-AGR/>

POSITION TITLE: Force Manager	DAFSC: 3E000	OPEN DATE: 14 Oct 2019	CLOSE DATE: 02 Dec 2019
UNIT OF ACTIVITY/DUTY LOCATION: 240th Civil Engineer Flight Buckley Air Force Base, CO 80011		GRADE REQUIREMENT: Minimum: E7 Maximum: E9	
SELECTING OFFICIAL: Col Timothy Markowitz Comm: (303) 677-0775	(HRO Use Only) 009596960R 20200103	QUALIFICATION REQUIREMENTS: Must hold AFSC 3EXXX (Excluding 3E7XX, 3E8XX and 3E9XX)	

AREAS OF CONSIDERATION

Category A: Current members of the Colorado Air National Guard
Category B: Fully qualified nationwide applicants (all members eligible to transfer to the COANG)

*** Must hold AFSC 3EXXX (Excluding 3E7XX, 3E8XX and 3E9XX)***

All applicants MUST meet the grade requirement and physical/medical requirements outlined

All applicants should be aware that the Colorado National Guard does not permit smoking in the work place. Smoking is permitted only in designated areas during scheduled breaks. Acceptance of an AGR position will cause termination from Selected Reserve Incentive Programs.

Position Requirements:

1. PCS funding is available.
2. Must be able to communicate both orally and written with strong impact and conviction.
3. Completion of PME commensurate with the grade and AFSC of the position.
4. Must be willing to attend formal education to gain experience/knowledge about all CONG missions.
5. Travel as necessary.
6. Must have flexibility to meet mission requirements.
7. 3-level upgrade training must be completed within one year of appointment if required to cross-train.

Duties and Responsibilities:

1. Refer to Air Force Enlisted Classification Directory (AFECD) for specific duties associated with this AFSC.
2. Plans, organizes, and manages the day-to-day activities of the civil engineer unit with regards to the STAFF AUGMENTATION TEAMS (S-TEAMS) and mobility programs for critical essential mission requirements. Manages deployment/contingency planning for mission accomplishments. Serves as the subject matter expert and consultant to the unit commander on all matters pertaining to the availability and management of CE administration and services, and S-TEAM and mobility programs impacting the unit. Develops goals and objectives and reviews and revises policies, procedures, mission objectives, and implements quality improvements. Plans work to be accomplished, set and adjusts priorities to meet organization and customer needs. Provides direction and advice regarding operating policies, procedures, and guidelines. Accomplishes CE administrative tasks. Evaluates requirements and balances organizational needs with overall mission requirements and available resources. Reviews available resources (i.e. personnel, equipment) and maximizes their use in support of the 240 CEF. Provides guidance on a range of operating and administrative issues. Identifies deficiencies and develops/implements plans for increasing mission readiness. Ensures the civil engineering unit meets requirements for wartime capability and/or AEF requirements as well as PACAF and NORTHCOM/1st AF Exercises. Identifies need for change in priorities and implements changes. Makes decisions on work issues and initiates necessary actions. Takes action to address and/or resolve daily operating problems/issues. Plans, efficiently organizes, and effectively manages the civil engineer administrative, S-TEAM, and mobility activities in compliance with guidance. Effectively manages resources to meet the needs of the organization and mission requirements. Provides accurate guidance on a range of operating and administrative issues and resolves daily operating problems/issues.

3. As the Functional Manager for the 240 Civil Engineer Flight, performs the following duties:
 - a) UDM Support role: Actively manage tracking, reviewing, assessing & disseminating Reporting Instructions (RIs) for all 240th Exercises and Deployments; coordinate with the Wing POCs involved with assisting in preparing members to deploy (MSG UDM, medical, security, finance, LRS, personnel, etc.) Perform same for all support taskings from 140th Wing and NGB.
 - b) Become a Subject Matter Expert (SME) regarding the funding flows for deployments/exercises and identifying the interface POCs at PACAF or other MAJCOM locations; coordinate frequently with HQs POCs regarding the M4S (before and after a deployment if funding is pulled prior to vouchers being completed), Lines of Accounting (LOAs), etc.; assist members with questions on submitting Travel Authorizations & Vouchers.
 - c) Develop a strong working relationship with peer Functional Managers at each of the other four ANG S-Teams and with the ANG A4 Readiness office; regularly (monthly or more frequently) exchange status, knowledge, happenings, concerns, opportunities, etc.
 - d) Take initiative to solve problems & issues within the 240th for the authority provided the position; consult with the unit commander on any issues where this is not clear or prioritization guidance is required.
 - e) Track unit resources pertaining to unit funding and days/dollars between monthly drill activities and advise the Commander of issues & opportunities.
 - f) Support the Commander as his/her representative at Wing meetings as appropriate. 3 Performs work for the planning and management of the administrative budget and related financial documents. Develops projected financial requirements based on previous funding records, surveys of supervisors or program managers and knowledge of internal operational requirements (i.e., mandatory NG Technician or military training; equipment upgrades or maintenance needs, etc). Reviews and analyzes resource management, supply system, and general accounting system reports to monitor expenditures, correct discrepancies and revise requirements. Compiles and submits financial data used in a variety of financial analyses reports. Routinely coordinates with Wing comptroller and financial management staff personnel on matters pertaining to resource management within the CE function. Works closely with supervisors and program managers in utilization of resources, resolving problems, and reassessment of funding/resource requirements. Monitors funding status, comparing obligations and expenditures in order to identify over or under obligation of funds. Identifies potential problems and recommends corrective action and/or new internal procedures. Prepares and submits required reports within established suspense and in the correct format. Attends and provides input pertaining to CE operations at quarterly and annual financial working group meetings and annual financial management meetings.
4. Analyzes and schedules required training to insure unit fulfills requirements in accordance with directives. Evaluates training needs and coordinates with NGB, AFIT & AFCEA to determine training courses and opportunities available for accomplishment during Unit Training Assembly and annual tours. Directs and coordinates acquisition of supplies and materials to accomplish work projects.
5. Develops unit mobility and deployment plans to meet worldwide contingencies. Establishes and implements procedures and programs to prepare the unit to support peacetime missions, and wartime plans. Establishes working relationships with personnel at NG level, gaining MAJCOM, and other agencies that impact and incorporate changes to unit deployment plans. Coordinates with the Wing's plans officer concerning unit/flight wartime tasking. Identifies unit issues and problems that directly impact the Wing and other organizational requirements.
6. Maintains contact with NGB ANG/A4X, A3, A1 and S-Teams to insure currency and accuracy concerning management of CE wartime operations and S-TEAMS Program requirements. Determines appropriate actions to resolve shortfalls/limitations. Prepares narrative reports outlining observations, options for change and recommendations for proper courses of action.
7. Other duties as assigned.

INSTRUCTIONS/INFORMATION FOR APPLICANTS

<p>Applicants must not be entitled to receive Federal military retired or retainer pay or Federal civil service annuities and not be eligible for immediate Federal civil service annuities.</p>	<p>Individuals who have been separated from other military services for cause, unsuitability, or fitness for military service are not eligible to enter the AGR program.</p>	<p>IAW ANGI 36-101 “Initial tours may not exceed 6 years...” AGR tours may not extend beyond an Enlisted member’s ETS or an Officer’s MSD.</p>
<p>In order to properly manage the promotion opportunities and proper career management in the AGR program, Colorado HRO force management policy considers an applicant’s total active federal military service (TAFMS) as a factor in hiring. The organizational standard is >8 years for entry as an E7 or O4, >12 years for entry as an E8 or O5, and >16 years for entry as an E9 or O6. This is a baseline standard that may be waived on a case-by-case basis provided the waiver is in the best interest of the organization. If applicable, the selecting supervisor will seek a waiver on the applicant’s behalf; applicants have no responsibility to seek a waiver to this policy.</p>	<p>Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, <i>Medical Examination and Standards</i>. They 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 an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status.</p>	<p>An applicant’s military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position. Enlisted Airmen who are voluntarily assigned to a position which would cause an over-grade must indicate in writing a willingness to be administratively reduced in grade in accordance with AFI 36-2502, <i>Enlisted Airman Promotion/Demotion Programs</i>, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.</p>
<p>ANGI 36-101 “applicant must be able to complete 20 years of active federal service prior to MSD for officers and age 60 for enlisted members. Exceptions may be considered....”</p>	<p>This vacancy announcement may be used to create an order of merit list (OML) from which additional like vacancies may be filled without further competition. Applicants may remain on this OML for up to three months.</p>	<p>Any further questions regarding the AGR program may be answered in ANGI 36-101.</p>

APPLICATION PROCEDURES

- Complete applications must be received no later than 2359 Mountain Time on the close date.
- Applicants without email access may make special arrangements to deliver applications by contacting the Air AGR Office via one of the methods below.
- Applicants may include copies of training certificates or any additional documentation they feel is applicable to the position for which they are applying.

UNSIGNED OR INCOMPLETE PACKAGES WILL BE DISQUALIFIED

Required Documents:

1. NGB Form 34-1, version 20131111 (<https://co.ng.mil/jobs>)
2. Military Resume (Cover letter optional)
3. Current (within 30 days) Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from Air Force Fitness Management Systems II (AFFMS II)
5. Last (2) Evaluations
6. Letter of Recommendation from current or previous supervisor
7. Applicants who are NOT a member of the COANG must submit: [Job Application Prescreen Packet](#) (located under Forms tab on CONG jobs website: <https://co.ng.mil/jobs>)

**Attach all files as original pdf documents (not scanned) individually or in a single pdf portfolio.
Job Application Prescreen Packet may be scanned if necessary.**

Email applications to: Jessica.L.MacDonald14.mil@mail.mil

Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within three business days, please contact MSgt Jessica MacDonald at usaf.co140-wg.mbx.hro-agr-office@mail.mil.

For questions regarding AGR application procedures, please contact the Air AGR Office via email at usaf.co.140-wg.mbx.hro-agr-office@mail.mil

REMARKS

Federal law prohibits the use of government postage for submission of applications.

The Colorado National Guard is an equal opportunity employer.

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.

Potential for promotion in the position is contingent upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.