



**Colorado Air National Guard
Active Guard Reserve (AGR)
Position Announcement #
COANG 20-339**



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

POSITION TITLE: CHIEF ENLISTED MANAGER	AFSC: 3E000	OPEN DATE: 8 Jan 2020	CLOSE DATE: 25 Feb 2020
UNIT OF ACTIVITY/DUTY LOCATION: 140 Civil Engineer Squadron Buckley Air Force Base, Aurora, CO		GRADE REQUIREMENT: Minimum: E8 Maximum: E9	
SELECTING OFFICIAL: Lt Col William N. Smith DSN: 847-9903; Comm: 720-847-9903	(HRO Use Only) 02049011C Immediately	QUALIFICATION REQUIREMENTS: 3E0X1, 3E0X2, 3E1, 3E2, 3E3, 3E4, 3E5, 3E6, 3E7, 3E8, 3E9	

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)

Concurrent with DSG Announcement 20-006

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. Valid Secret Security Clearance
3. Minimum TAFMS 15 years
4. Must have completed WMGT 570

Duties and Responsibilities:

1. Refer to Air Force Officer Classification Directory (AFOCD) for specific duties associated with this AFSC.
2. Individual selected for this position must have qualifications in and possession of one of the following AFSCs: 3E000, 3E090, 3E290, 3E490, 3E591, 3E691, 3E791, 3E891, 3E991.
3. The primary purpose of the position is to serve as the Chief Enlisted Manager for the 140th Civil Engineer Squadron.
4. Directs subordinates engaged in technical and clerical work related to civil engineer facility maintenance and operations, resource management, unit training, and enlisted force management.
5. Manages the base comprehensive planning process which involves coordination with the host base civil engineer squadron, the identification and development of short and long-range programs for maintenance, repair and construction of facilities and base infrastructure systems.
6. Supervises the enlisted full-time staff and manages the traditional Prime BEEF enlisted force. Assists with development of strategic plans for unit, base, and enlisted force. Facilitates professional, timely communications between Squadron, Joint Force Headquarters, and host Wing.
7. Maintains excellent relationships and communications within the Squadron. Serves as the Senior Enlisted Advisor to the Squadron Commander.
8. Knowledge is mandatory of: contingency engineering, contingency base operations, survivability skills, including force bed-down, expedient damage repair and recovery after attack; methods, sources, and techniques of engineering design, construction, maintenance, operation, and repair of facilities and utility systems; resource acquisition and management; military facilities programming and planning; environmental stewardship; management of real property; fire prevention and protection; engineering research and development; and formulation, coordination, and administration of plans and programs.
9. Manages, mentors and directs full-time and traditional enlisted force. Provides oversight of facility maintenance and repair operations and planning. Oversees resource planning, execution, and management.
10. Serves as Approving Official for GPC, SRM, O&M, and FOMA programs. Supervises full-time Resource Advisor. May serve as COR for contracted projects. Enforces federal, state, DoD, AF, ANG, and COANG policies and regulations. Serves as a role model and mentor for enlisted force.

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. 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.