



Colorado Air National Guard Active Guard Reserve (AGR) Position Announcement # **COANG 23-355**



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

POSITION TITLE: Force Manager	DAFSC: 3E000	OPEN DATE: 10 May 2023	CLOSE DATE: 11 June 2023
UNIT OF ACTIVITY/DUTY LOCATION: 240th Civil Engineering Squadron Buckley Space Force Base, CO 80011		GRADE REQUIREMENT: Minimum: E8 (E7 promo eligible to E8) Maximum: E9	
SELECTING OFFICIAL: CMSgt Richard Daniels COMM: (720) 847-6395 DSN: 847-6395	(HRO Use Only) 0114780534	QUALIFICATION REQUIREMENTS: *Retraining Opportunity Within Civil Engineering Career Fields*	

AREAS OF CONSIDERATION

Category A: Current members of the Colorado Air National Guard

Members must hold minimum of a 7 level in any 3EXXX to apply

E7 may apply if promotion eligible by 31 Jul 2024

See minimum retraining AFSC requirements below

****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. Position is located at Buckley SFB, Aurora, CO.
2. IAW the current AFECDD, Attachment 4, applicants must possess a MAGE ASVAB score of the following: Mechanical-43 and Electrical-45
3. **Prefix V:** identifies positions on manpower documents and enlisted Airmen serving in, qualified to serve in, or receiving formal training to qualify to serve in positions requiring functional area expertise with the ability to design, analyze, supervise, or monitor the computer applications of automated Air Force functions.
4. Affix prefix V to duty and control AFSCs when enlisted Airmen are assigned to authorized prefix V positions. Retain the prefix only so long as they are incumbents. Award and affix the prefix to awarded AFSC (P/2/3/4AFSC) when enlisted Airmen demonstrate automated systems analyst/monitor qualification. Retain the prefix if enlisted Airmen remain qualified. Withdrawal authority for this prefix is major command or higher.
5. Must have flexibility to meet mission requirements.
6. Travel as necessary.
7. Must be willing to attend formal education to gain experience/knowledge about all CONG missions.
8. Completion of PME commensurate with the grade and AFSC of the position.
9. Must be able to communicate both orally and written with strong impact and conviction.
10. The 240th Civil Engineer Flight Enlisted Force Structure contains 3E591 and 3E000 positions exclusively; member may be placed in either position based on member's AFSC, skill level, and the Force Management needs of the 240 CEF. Control Grades are Wing resources; CMSgt Control grade not guaranteed at time of hire.

Duties and Responsibilities:

11. Refer to Air Force Enlisted Classification Directory (AFECDD) for specific duties associated with this AFSC.
12. 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 STEAM 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.

13. 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.
14. Performs other duties as assigned.

Specialty Qualifications:

15. Completion of AFIT WMGMT 570, Civil Engineer Superintendent Course is highly recommended.
16. For award of AFSC 3E090, qualification in and possession of AFSC 3E071 or 3E072 is mandatory. Management of Civil Engineer functions such as inspecting, operating, maintaining, and repairing interior and exterior electrical systems, electrical power generating equipment and systems, fire alarms, lightning protection, cathodic protection systems, airfield lighting systems, or aircraft arresting systems.

INSTRUCTIONS/INFORMATION FOR APPLICANTS

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.	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.	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.
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.	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.	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.
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...."	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 90 days.	Any further questions regarding the AGR program may be answered in ANGI 36-101.

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 is optional)
3. Current (within 30 days) 8 page Records Review RIP (available on vMPF via AF Portal)
4. Current and passing Report of Individual Fitness from MyFSS (must be current as of the close-out date of this announcement)
5. Last three (3) Enlisted Performance Reports (EPRs) if applicable
6. Two (2) Letter of Recommendation from your current chain of command
7. Completed Career Change Worksheet (Minimum of Sections 1-3)

NOTE: This document can be obtained from the Wing/GSU Retention Office Manager)

**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: 140.wg.hro.agr.office.org@us.af.mil

Applicants will receive confirmation of receipt and qualification status once the application is processed. If you do not receive confirmation within five business days, please contact 140.wg.hro.agr.office.org@us.af.mil

For questions regarding AGR application procedures, please contact the Air AGR Office via email at
140.wg.hro.agr.office.org@us.af.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.