



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKANG 21-70**

<https://dmva.alaska.gov/employment/>

<b>POSITION TITLE:</b> Operations Superintendent	<b>AFSC or MOS</b> 3E6X1	<b>OPEN DATE:</b> 04 Mar 2021	<b>CLOSE DATE:</b> 03 Apr 2021
<b>UNIT OF ACTIVITY/DUTY LOCATION:</b> 168th Civil Engineer Squadron, Eielson Air Force Base, Alaska		<b>GRADE REQUIREMENT:</b> <b>Min:</b> E-7P <b>Max:</b> E-9	
<b>SELECTING SUPERVISOR:</b> Maj Mathea Rasmussen	<b>Position Number</b> 0106365834	<b>PHYSICAL PROFILE:</b> PULHES – 333233	*Contingent on Control Grade Availability

**AREAS OF CONSIDERATION**

On-board AK ANG AGR (Any AFSC)  
Alaska Air National Guard members (Any AFSC)  
  
Nationwide military members eligible for membership in the AKANG (Must hold advertised AFSC)

**MAJOR DUTIES MAY INCLUDE**

**AIR GUARD:** Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD or AFOCD

**INITIAL ELIGIBILITY CRITERIA**

\*In addition to criteria listed on attached pages\*  
- Security Clearance - Must be able to obtain: Secret  
- Aptitude Requirement: General - 44  
- Strength requirement: Demonstrated ability to lift 60 lbs

**PREFERRED QUALIFICATIONS**

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:  
- Resume  
- Cover Letter, should include:

- Information on why the applicant desires the position.
- Short to mid-term goals (1-5 years) if selected for the position/AGR program.
- Any current commitments, separation approvals, etc that could affect applicant availability and/or start date should they be selected.

- Last 3 Enlisted/Officer Performance Evaluations  
- Letters of Recommendation will be accepted

## SPECIAL ANNOUNCEMENT CRITERIA

- Total Active Military Service (TAFMS) REQUIRED FOR AGR SELECTION: In accordance with AKANG Enlisted Force Management Policy Letter, applicants for AGR positions must have the following amounts of active service to fill enlisted positions: (E-7 - 10 years TAFMS or more), (E-8 - 12 years TAFMS or more), (E-9 - 15 years TAFMS or more)

\*\*\*TAFMS waivers may apply\*\*\*

- Upon selection additional medical verification will be required prior to start of AGR tour
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board

## ACTIVE GUARD AND RESERVE REQUIREMENTS

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 unfitness 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. Airmen 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. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 48-123, Medical Examination and Standards. 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 overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without statement: 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...." If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee. Members currently on occasional tours exceeding 180 consecutive days may be considered as full-time AGR (members currently on occasional tours 179 days or less are not considered AGR). Any further questions regarding the AGR program may be answered in ANGI 36-101

## APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. If the required documents are not submitted, a letter of explanation must be included. Incomplete packages will not be considered for the position vacancy. Please submit the following:

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>) (Do not use outdated form)
2. CURRENT full Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>) (Must be a full RIP) (do not send SURF/Brief)
3. CURRENT PASSING Report of Individual Fitness from Air Force Fitness Management Systems (AFFMS) or AF Fitness Assessment Scorecard or a signed letter from the Unit Fitness Monitor. If exempt, please include Form 469 with application)
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.
  - Resume
  - Cover Letter
  - Last 3 EPR's (or equivalent)
  - Letter of Recommendation

Use AGR Application Instructions from DMVA website (first line under Application)

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved. PDF File Name should be: Position Announcement Number, Last name, First name, Grade

Example: ANG 20-XX Doe, Jane E1

Email Subject should be: Announcement Number

Example: ANG 20-XX (must use advertisement # and NOT position # ex: 1234567)

Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

\*\* Applications will be accepted through ARL SAFE if standard email procedures do not work\*\*

- DoD SAFE <https://safe.apps.mil/>

**YOU MUST INCLUDE THE PASSCODE WITH YOUR EMAIL. IF YOU DO NOT INCLUDE THE PASSCODE, HRO WILL NOT BE ABLE TO UNLOCK YOUR APPLICATION.**

\*\*All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

\*\* Applicants are encouraged to submit early and call HRO for initial review of your application prior to closing date

### QUESTIONS:

Applicants should call HRO to verify receipt prior to closeout date.

NOTE: The HRO Org Box sends an auto-reply message, so if you have not received an auto-reply, the org box has not received your email.

To verify the receipt of an application or if you have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:** This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board. Selecting supervisor will contact qualified applicants for interviews. After the Human Resources Officer (HRO) approves the selection package, the HRO office will send a notification letter to all applicants of their selection/non-selection. The selection of an applicant is not final until the individual has been notified by the HRO-AGR. After the selecting supervisor makes a selection, the "routing" of the selection package begins and ends with HRO.

### THE ALASKA 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.

CEM Code 3E000  
 AFSC 3E691, Superintendent  
 AFSC 3E671, Craftsman  
 AFSC 3E651, Journeyman  
 AFSC 3E631, Apprentice  
 AFSC 3E611, Helper

**OPERATIONS MANAGEMENT**  
**(Changed 30 Apr 18)**

**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*.