



Alaska National Guard  
Active Guard Reserve (AGR)  
Position Announcement #  
**AKANG 17-128**

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

|  |                                  |  |                                   |
|--|----------------------------------|--|-----------------------------------|
| <b>POSITION TITLE:</b><br>Deputy Base Civil Engineer   | <b>AFSC or MOS</b><br>32E        | <b>OPEN DATE:</b><br>29 Aug 2017             | <b>CLOSE DATE:</b><br>28 Sep 2017 |
| <b>UNIT OF ACTIVITY/DUTY LOCATION:</b><br>168th Civil Engineering Squadron, Eielson Air Force Base, Alaska |                                  | <b>GRADE REQUIREMENT:</b><br>Min: O3 Max: O4 |                                   |
| <b>SELECTING SUPERVISOR:</b><br>Maj Joseph Sundy   | <b>Position Number</b><br>719676 | <b>PHYSICAL PROFILE:</b><br>PULHES – N/A     |                                   |

**AREAS OF CONSIDERATION**

On-board AK ANG AGR (Must hold advertised AFSC)  
Alaska Air National Guard members (Must hold advertised 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

**INITIAL ELIGIBILITY CRITERIA**

\*In addition to criteria listed on attached pages\*  
- Security Clearance - Must be able to obtain: Secret

**PREFERRED QUALIFICATIONS**

In addition to the initial eligibility criteria and required forms listed application procedures, the following are preferred qualifications:

- Resume
- Cover Letter
- Last 3 Enlisted/Officer Performance Evaluations
- Letters of Recommendation will be accepted
- Project management and Contracting Officer Representative (COR) experience in AF Civil Engineering (Air National Guard, Active Duty, or Reserve) projects is highly desirable.
- Professional Licensure (Professional Engineer registration, or Engineer-in-Training) is desirable, but not required.
- Other related professional qualifications and certifications (Project Management Professional, LEED-AP, etc.) are desirable, but not required.
- Prior experience with extreme cold or arctic engineering desirable, but not required.

## SPECIAL ANNOUNCEMENT CRITERIA

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

## INSTRUCTIONS 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 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

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil). 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 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.

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<http://dmva.alaska.gov/employment.htm>)
2. CURRENT Records Review RIP available on vMPF (<http://www.afpc.randolph.af.mil/vs>)
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.
4. Items requested in the "PREFERRED QUALIFICATIONS" section above.

### EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF  
PDF File Name should be: Position Announcement Number, Last name, First name, Grade  
Example: ANG 17-XX Doe, Jane E1  
Email Subject should be: Position Announcement Number  
Example: ANG 17-XX  
Email Application Package to [ng.ak.akarng.mbx.hro-agr@mail.mil](mailto:ng.ak.akarng.mbx.hro-agr@mail.mil)

\*\* Applications will not be accepted through AMRDEC\*\*

### QUESTIONS:

To verify receipt of application or have issues, you may call DSN 317-384-4467 or Commercial 907-428-6467 and/or DSN 317-384-4242 or Commercial 907-428-6242

**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.

AFSC 32E4, Staff  
 AFSC 32E3\*, Qualified  
 AFSC 32E1\*, Entry

**CIVIL ENGINEER**  
 (Changed 31 Oct 15, Effective 26 Feb 15)

**1. Specialty Summary.** Develops and implements civil engineer (CE) force employment, and provides staff supervision and technical advice. Performs and manages CE functions and activities to provide facilities and infrastructure supporting the United States and allies. Activities include programming, budgeting, project management, drafting, surveying, planning, feasibility studies, construction management, utilities operations, energy and environmental programs, land management, real property accounting, fire protection, explosive ordnance disposal (EOD), disaster preparedness (DP) programs, family housing and dorm management, and mobilization programs at base level. Serves on response teams and related installation support services. Advises commanders and government officials on effective use of CE resources. Related DoD Occupational Group: 240100.

**2. Duties and Responsibilities:**

2.1. Supports combat operations and activities. Maintains trained and equipped forces capable of responding to worldwide contingencies and military operations other than war. Evaluates capabilities and develops contingency methodologies to accomplish mission objectives. Maintains emergency response force to cope with enemy attacks, major accidents, and natural disasters. Plans, develops, and executes procedures to mitigate the effects, render safe, and dispose of conventional, nuclear, chemical biological ordnance and improvised explosive devices. Provides on-scene advice to commander on control and integration of emergency response force. Develops, monitors, and briefs survivability actions and methods to recover capabilities after attack. Organizes, trains, and equips contingency forces for conventional and nuclear, biological, and chemical attack operations, and other emergency situations. Acts as weapons recovery cell director as a member of the response task force for nuclear accidents.

2.2. Determines requirements, establishes plans, provides designs, and directs operations, maintenance, repair, alteration, addition, and construction of facilities and utility systems. Determines personnel and material resource requirements. Plans and establishes land use, and provides environmental stewardship. Directs CE forces in support of customers' requirements, and coordinates activities with subordinate and lateral units and functions. Determines proper use of facilities and effective employment of utility systems. Acts as technical representative and engineering consultant for operations and maintenance activities. Coordinates activities with local, state, federal, and host country agencies.

2.3. Develops CE plans and policies. Evaluates impact of legislative action, executive orders, directives, and management decisions. Consults with manpower, organization, and personnel staffs to ensure appropriate use of CE personnel. Coordinates with staff agencies on fiscal and legal matters. Directs training, business practices, and professional development activities. Serves as CE advisor to commanders. Implements standardization and evaluation, and monitors compliance of programs and policies. Directs and conducts engineering research and feasibility studies and surveys.

**3. Specialty Qualifications:**

3.1. Knowledge. **Knowledge is mandatory of:** contingency engineering, contingency base operations, EOD, and 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; asset management; military facilities programming and planning; environmental stewardship; housing management; management of real property; fire prevention, protection, and aircraft crash rescue procedures; engineering research and development; and formulation, coordination, and administration of plans and programs.

3.2. Education. The following education is required for entry into AFSCs 32E1X as indicated:

3.2.1. For entry education requirements see [Appendix A, 32E CIP Education Matrix](#).

3.2.2. 32E1G. Prior qualification in AFSC 1916/32E4 or 1944/32E3D, 12 months of base level experience, and being in a DP or Air Base Operability (ABO) position on 31 Oct 93, or prior qualification in AFSC 4016/21A4 or 4024B/21A3K, 12 months of base level experience, and being in an EOD position on 30 Apr 94, may be substituted for an engineering degree.

**NOTE:** There is no intent to classify non-engineers into AFSC 32E1D or 32E1K. All classifications for Readiness after 31 October 1993 and for EOD after 30 April 1994 will be in AFSC 32E1B or 32E1H respectively, and will require an engineering degree.

3.3. Training. The following training is mandatory for award of the AFSC indicated:

3.3.1. 32E3A/B/C/E/F/G/H/I/J. Completion of Air Force Institute of Technology (AFIT) course WMGT 101, [Air Force Civil Engineer Basic Course](#).

**NOTE:** For Air Reserve Component officers, AFIT courses WMGT 102, [Introduction to the Base Civil Engineer Organization for Reserve Forces Course](#), and WMGT 484, [Reserve Forces Air Base Combat Engineering Course](#), may be substituted for AFIT course WMGT 101.

3.3.2. 32E3H. Completion of the initial skills training course for EOD. (Navy School EOD [NAVSCOLEOD]).

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

3.4.1. 32E3A/B/C/E/F/G/H/I/J. A minimum of 12 months of experience in the specialty shredout.

3.4.2. 32E3D. Must have previously held AFSC 1944/1916, and have served at least 12 months at base level, and be filling a Disaster Preparedness/ABO position on 31 October 1993.

3.5. Other. The following are mandatory requirements of AFSCs 32E3H and 32EXK as indicated:

3.5.1. For entry into this specialty (prior to being given a class slot at NAVSCOLEOD):

3.5.1.1. Normal color vision as defined in AFI 48-123, *Medical Examinations and Standards*.

3.5.1.2. Minimum height of 5'2". Maximum height 6'8".

3.5.1.3. No record of Claustrophobia (fear of confined spaces).

3.5.1.4. Candidate must have a valid, passing Air Force Physical Fitness score dated no more than 6 months prior to Navy EOD School class start date.

3.5.2. For entry, award, and retention of AFSCs 32EXH and 32EXK:

3.5.2.1. No record of emotional instability.

3.5.2.2. Normal depth perception as defined in AFI 48-123.

3.5.3. Certification by EOD OIC that the applicant is recommended and approved for entry into training by the MAJCOM EOD Functional Manager and/or CFM.

3.5.4. Specialty requires routine access to Top Secret material or similar environment. For award and retention of AFSCs 32E3H, completion of a current Single Scope Background Investigation (SSBI) according to AFI 31-501, *Personnel Security Program Management*.

**NOTE:** Award of the 32E1H level without a completed SSBI is authorized provided an interim Top Secret security clearance has been granted according to AFI 31-501.

#### 4. Specialty Shredouts:

| <i>Suffix</i> | <i>Portion of AFS to Which Related</i>     |
|---------------|--|
| A             | Architect/Architectural Engineer           |
| B             | Readiness Engineer                         |
| C             | Civil Engineer                             |
| D             | Readiness (Non-Engineer)                   |
| E             | Electrical Engineer                        |
| F             | Mechanical Engineer                        |
| G             | General Engineer                           |
| H             | Explosive Ordnance Disposal Engineer       |
| I             | Industrial Engineer                        |
| J             | Environmental Engineer                     |
| K             | Explosive Ordnance Disposal (Non-Engineer) |