



JOINT FORCES HEADQUARTERS-INDIANA AIR NATIONAL GUARD MILITARY DUTY TOUR (AGR)



Open

ANNOUNCEMENT NO.	DATE ISSUED	CLOSING DATE	
16- 030-A-Air	20 July 2016	18 August 2016	
UNIT OF ASSIGNMENT	LOCATION	CIVILIAN SERIES & GRADE	SALARY RANGE
122d Civil Engineer Squadron	Fort Wayne, IN	N/A	MSgt
POSITION TITLE	PDCN	MINIMUM MILITARY GRADE	MAXIMUM MILITARY GRADE
Facility Operations Specialist	TBD	E7/MSgt	E7/MSgt

COMPATIBLE MILITARY ASSIGNMENT

Air Force Specialty Code (AFSC) -3E0X0, 3E2X0, 3E3X1, 3E4X0, 3E5X1, 3E6X1

PERMANENT CHANGE OF STATION (PCS) FUNDING

FUNDS MAY BE AVAILABLE

MILITARY DUTY TOUR TYPE AND AREA OF CONSIDERATION

- Military Duty Tour, Active Guard/Reserve (AGR), under Title 32, U.S.C., Sec 502(f) Three (3) years with the potential for follow on tours.
- IAW ANGI 36-101, follows on tours for members with at least 20 years of TAFMS will be approved in 1-2 year increments.
- Open to **Females.**

DUTIES AND RESPONSIBILITIES

1. Personnel Management. Incumbent typically supervises the following personnel and their functions: Production Control (Construction), Production Controller, Power Production Technician, Water & Fuels Maintenance Technician, CE Supply Technician, State Superintendent, Administrative Assistant and all maintenance and state accounting personnel. Through the application of management principles, incumbent interviews applicants, selects employees, and promotes good working conditions. Determines the type of personnel required to operate and maintain facilities, evaluates employee effectiveness and identify training needs, provides formal or on-the-job instruction in building operation and maintenance functions. Develops specific position descriptions and/or performance standards unique to the base facilities, equipment, and mission. Incumbent requires detailed knowledge of the state union contracts, personnel policies and procedures as they may vary between States. Incumbent must have a thorough understanding of the employee programs available. Typically manages Federal Technician/AGR and state employee programs i.e., awards and incentives program, worker's compensation, employee assistance, tuition assistance, recruiting and retention bonus program, retirement systems, Diversity Training programs, and the Equal Employment Opportunity (EEO) program, and any other State or Federally mandated programs.

2. Plans and Programming. Responsible for the sustained reliability of Real Property Facilities in support of ANG organizations. Establishes and executes work involving the planning and directing of comprehensive programs for the operation, maintenance, repair, and improvement of Government facilities for the wing Operation and Maintenance (O&M) programs. Provides critical input to the Base Civil Engineer (BCE), through the CE

Commander Facility Investment Matrix (FIM), Base Master Plan, Space Utilization Plan, Asset Management Plans (AMP), S-Files and Facility Utilization Board (FUB) agendas. Prepares, develops and defends operating and maintenance resources for Fiscal Year Defense Plan (FYDP), requirements to the Planning, Programming and Budgeting Systems (PPBS). Develops and implements long range plans for the maintenance or repair of real property facilities to include, but not limited to the life cycle of roofs, airfield pavements, fuels storage, corrosion control, and utility systems, and Real Property Installed Equipment (RPIE). Contributes to the management and execution of lead, mold and asbestos abatement plans, energy conservation initiatives, refrigerant management programs, and contingency response plans that affect the base and any local support agreements. (i.e. Airport Joint Use Agreement; Installation Support Services Agreements (ISSA), mutual aid agreement, utility agreement, and the Master Cooperative Agreement (MCA). Develops and annually reviews all CE plans and programs for real property sustainment and maintenance (i.e. self-help program, snow and ice control plan, base spill response plan, etc.) Ensures airfield, utility, and facility systems are operated in accordance with design intent and manufacturer's recommendation. Responsible for highly technical and specialized facilities associated with Heating, Ventilation, and Air Conditioning (HVAC), water treatment units, sewage treatment, fuels storage and dispensing systems, primary and secondary electrical distribution, and any other local specialized requirements. Examples of specialized facility maintenance responsibilities include; motorized hanger doors, munitions storage and handling areas, warehousing and aerial port facilities, hoisting systems, environmental/corrosion control systems, jet engine test facilities, primary/secondary electrical voltage systems, Aircraft Arresting Systems, and fire suppression systems, to include Aqueous Fire Fighting Foam (AFFF) and High Density Foam (HDF). Reviews regulations and directives to ensure program requirements are in compliance with overall policies, procedures, objectives and instructions.

3. Financial Management. Functions as the Civil Engineer Federal Resource Advisor and primary representative to the Base Financial Working Group (FWG). Supervises and directs the formulation, integration and advocacy of organizational financial budgets and provides inputs to support PPBS issues. Serves as primary consultant to unit commander for all CE financial issues. Provides financial planning, direction, and determination of funding requirements for facility operation and maintenance programs. Develops procedures and techniques used in develop, present, defend and evaluate organizational financial inputs. Submits and defends budget request to higher headquarters. Directs all program expenditures through delegated spending authority. These budgets include the MCA on state contributions, Sustainment, Restoration, and Modernization (SRM) Facility Operations (FO), Operations and Maintenance (O&M), Military Construction Program (MILCON), and other Civil Engineer resources. Ensures all CE financial accounts are maintained in accordance with Federal and state statutes and verified by internal and external audit agencies. Maintains communications of funding status with counterparts at the base financial management level, GSUs, State, and NGB. Participates in the development of organizational policies concerning mix of In-service and Contractual efforts. Analyzes and evaluates of the use of Real Property Maintenance Resources in terms of life cycle requirements. Studies are often performed to identify and propose alternative solutions to management. Incumbent is the organizations audit monitor. Investigates and responds to congressional inquiries, GAO reports, and audits per AF Direction and takes appropriate action, in collaboration with other offices, to align efforts toward maximum utilization of civil engineers financial resources. Utilizes and applies short and long range funding analysis such as, cost benefits of alternative budgetary and corresponding program options for life cycle expenses.

4. Operations Management. Directs and supervises recurring maintenance and repair, through customer based work order requests, self-help, and building manager programs. Establishes and executes service contracts that include Custodial, Refuse, Ground Maintenance, etc. Manages, directs and provides oversight for facility surveys, and prepares all documentation for identified requirements. Supervises staff responsible for ordering any required materials and ensures all outstanding work is completed. Develops and exercises contingency response plans necessary to sustain mission essential activities in the event of failure or interruption of primary systems. Such plans include application of power generators, availability of critical spare materials, and the expeditious availability of maintenance resources. Implements, directs and manages wing energy programs to include education, conservation, and usage reporting through Air Force Energy Reporting System (AFERS). Coordinates

with engineering staff for development of Energy Savings Performance Contracts (ESPC). Implements supplier, local and federal government regulations for energy reduction initiatives. Continues initiatives for new technologies in energy conservation methods. Provides instructions to shop personnel and building managers; through intermediate subordinates concerning automated facility monitoring systems such as, Environmental Management Control Systems (EMCS), Electrical Monitoring Systems (EMS), fire alarms, security, and lighting systems. This direction also includes technically advanced environmental systems supporting laboratories, communications, and Automated Data Processing Equipment (ADPE) areas. Provides direction to the Production Controller and other internal engineer agencies regarding the Integral Engineering Management Systems (IEMS). Coordinates and directs the execution of the repairs, recovery, or abatement identified in surveys conducted by the Air National Guard CE Technical Services Center (ANG/CETSC). Ascertains which maintenance, repair, or minor construction projects are accomplished in-house or by contract while considering the urgency of need and overall mission priorities. Supervises those parties responsible for negotiating, invoicing, coordinating repairs and evaluating changes regarding utilities. Directs the procurement of maintenance and repair services and supplies through the use of state and Federal procurement systems, Federal and state contracting channels using job Order/Task Order Contracts, and the International Merchant Purchase Authorization Card. All activities are subject to verification by internal and external agencies. Recognized as the technical expert regarding the management of ANG facilities, including GSUs.

5. Construction Contract Management. Plays a pivotal role in maintenance, repair and construction activities. The position provides critical direction in contract development and execution. Incumbents input to Statements of Work (SOW), project books, and the design process to ensure successful execution of the Base Master Plan. Incumbent may be the designated Contact Officer's Representative (COR) with oversight of contracts with Architects, Engineers, Contractors, Design and Submittal Reviews, construction meetings, progress reports and contract inspections, warranty and O&M manuals, punch lists assembly, and project acceptance. The Facility Manager may be designated as Task/Job Order Contractor (T/JOC) coordinator for the base. Facility Managers must have a thorough understanding of the various types of construction funding and their statutory limits. 10%

6. Compliance and Standards. This position plays a key role and possesses a vast knowledge of all CE regulations, directives and guidance. Ensures compliance with federal standards including Occupational Safety and Health Administration (OSHA), Air Force Occupational Safety and health (AFOSH), Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), Unified Facilities Criteria (UFC), Air Force Instructions (AFI), Air National Guard Instructions (ANGI), Department of Defense Instruction (DODI) as well as, other Federal, State and local standards. Professional interpretation and practical application at this level is the key to successful program execution. Manages CE personnel and directs training and certification to ensure personnel receive proper training and equipment to perform their duties. This position is responsible for compliance with, but not limited to, the following programs: Hazardous materials management, confined space, solid waste reduction, pesticide and herbicide reduction, back-flow prevention, oil/water separator program, energy consumption reduction, Americans with Disabilities Act (ADA), recycling, etc.

7. Unit Management: Knowledge of Status of Resources and Training System (SORTS), Workday Control, Recruiting/Retention, and Professional Military Education (PME) programs is necessary, as directed, to oversee these programs. May direct administration actions such as: Absence Without Leave (AWOL), waivers, and promotions. Coordinates with the commander on issues concerning long range force management plans, training goals, and mission objectives. Incumbent represents the unit commander at group, wing, and state level meetings.

8. Performs other duties as assigned.

GENERAL EXPERIENCE

Must have in depth Facility Manager experience to provide leadership in the comprehensive planning of financial and day-to-day and long-term maintenance and repair programs; to ensure sustained reliability of real estate facilities in support of ANG. This position requires comprehensive knowledge of and skill in applying principles concepts, and methods of facility operations/maintenance to carry out the day-to-day and long-term maintenance and repair programs of the ANG organization(s) serviced.

OTHER REQUIREMENTS/CONDITIONS OF EMPLOYMENT

- Must have in depth Facility Manager experience to provide leadership in the comprehensive planning of financial and day-to-day and long-term maintenance and repair programs; to ensure sustained reliability of real estate facilities in support of ANG.
- Once selected and assigned, AGR members must remain in the position for a minimum of twenty-four (24) months.
- Applicants must meet requirements of ANGI 10-248, Air National Guard (ANG) Fitness Program.
- Applicants must have sufficient time remaining on current ANG enlistment or mandatory removal date to complete AGR Tour.
- Applicants should be able to complete 20 years Total Active Federal Military Service prior to reaching mandatory separation date (age 60).
- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- The incumbent of this position description must have, at a minimum, a completed National Agency Check (NAC) prior to position assignment.
- This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position.
- This position may be designated mission essential based on local conditions. Mission essential personnel report for duty at normal times when the unit is closed or delayed reporting, and remain on-duty during phased or early release.
- May occasionally be directed to work other than normal duty hours.
- May require travel in military and/or commercial aircraft to perform temporary duty assignments.
- The work may require the incumbent to drive a motor vehicle; if so, an appropriate valid driver's license is mandatory.
- Security Clearance:** Applicants must have or be able to obtain a **SECRET** security clearance.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selected candidate is required to participate as a condition of employment.
- Vice: SMSgt Gibson

APPLICATION PROCEDURES

Interested applicants may apply for this AGR vacancy by submitting all of the following:

- Complete and SIGNED NGB Form 34-1.**
- Applicants MUST submit PASSING fitness assessment CURRENT through the closing date.**
- Current Record Review Listing (RRL-RIP).** Contact your local Military Personnel Flight (MPF) or visit the Virtual MPF. **APPLICATION MUST BE RECEIVED BY THE HUMAN RESOURCES OFFICE NOT LATER THAN 1600 HOURS (EST) ON THE CLOSING DATE OF THIS ANNOUNCEMENT.**
- Incomplete application packets will NOT be considered for further review. Please submit all documents combined into ONE PDF attachment, if possible.**

POC is SSG Estes: 317-247-3300 EXT: 74013, DSN 369-2300 EXT: 74013.

Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted. If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2

(example- AGR application Smith, 1 of 2). Email: ng.in.inarng.mbx.mdihrweb@mail.mil (Note: The email does not except encrypted email. Please ensure to send application packets from an appropriate military email address). Original signature will be required for EMAILED copies at the time of the interview. HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.

Selecting Official: Maj Matthew Curtin 122 CES, 260-478-3252