

**JOINT FORCE HEADQUARTERS WISCONSIN  
WISCONSIN NATIONAL GUARD  
2400 WRIGHT STREET  
POST OFFICE BOX 8111  
MADISON WISCONSIN 53708-8111**

**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT (MVA) NUMBER 17-32**

**Also advertised Technician 17-130**

OPENING DATE: 07 February 2017

CLOSING DATE: 21 February 2017

UNIT/LOCATION: 115 Civil Engineer Squadron, Madison, WI

POSITION: Operations Management Craftsman

MILITARY AFSC REQUIREMENTS: 3E6X1

MINIMUM SKILL LEVEL REQUIRED: 5 Level

\*\*Trainees accepted; must agree and be qualified to retrain into 3E6X1

AREA OF CONSIDERATION: Job restricted to Category II on board AGR only

FILL DATE: TBD

SALARY RANGE: Pay and allowance commensurate with military pay.

MINIMUM GRADE REQUIRED: SSgt/E-5

MAXIMUM GRADE AUTHORIZED: MSgt/E-7

MAXIMUM GRADE AVAILABLE: MSgt/E-7

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Member must be medically qualified IAW AFI 48-123, Medical Examination and Standards. Applicants cannot be subject to any flagging action for medical purposes. ANG members entering on full-time duty must have a current physical examination (within 36 months) prior to entry date. Individuals transferring from title 10 USC (active duty or statutory tour) are not required to have a new physical unless the previous physical is over five years old at the time of entry onto AGR status. Personnel ages 40 and above must have a Risk Index calculated IAW AFI 48-123. Individuals with a Risk Index exceeding 10,000 must have a stress EKG accomplished. Selected individual must have an HIV test completed within 6 months of AGR start date.
2. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
3. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
4. Personnel must have sufficient retainability to permit completion of tour of duty. Can not be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
5. Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.
6. While there is no minimum time in position required for application, if selected individual has less than 18 months in current position on initial tour or 12 months in position on subsequent tour, final approval is contingent upon TAG waiver.
7. At a minimum, applicants must be able to obtain and /or maintain a favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Inability to maintain a favorable background investigation or required security clearance may result in administrative action, including termination from employment.

**CONDITIONS OF EMPLOYMENT**

1. Individuals selected will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f). Subsequent tours are at the discretion of the State Adjutant General. Member must remain in initially assigned position for a minimum of twelve months.
2. Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation, must complete a Statement of Understanding in accordance with Attachment 2 of ANGI 36-101.
3. Applicants participating in the ANG Incentive Program may be terminated upon entry into full-time National Guard duty. See specific incentive agreement for termination rules.

4. Applicants must not have been separated "for cause" from active duty or a previous AGR tour.

5. Existing ANG Promotion Policies apply.

### BRIEF DESCRIPTION OF DUTIES:

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. 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. 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. Manages Civil Engineer Material Acquisition processes and systems. Performs Civil Engineer Class IV construction material, storage management, receiving, processing and requisitioning.

### SPECIALTY QUALIFICATIONS:

**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.

**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.

**Training.** For award of AFSC 3E631, completion of the basic operations course and CE 3-Level Common Core distance learning course is mandatory. For award of AFSC 3E671, completion of the CE 7-Level Common Core distance learning course is mandatory. Completion of the AFIT 570 MGT Superintendent Course for SMSgt's is desirable.

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

3E651. Qualification in and possession of AFSC 3E631.

3E671. Qualification in and possession of AFSC 3E651.

3E691. Qualification in and possession of AFSC 3E671

**Other:** The following are mandatory as indicated:

For entry into this specialty:

Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, *Vehicle Operations*.

Ability to speak clearly, concisely, and distinctly.

See attachment 4 for additional entry requirements.

For award and retention of these AFSCs, must maintain local network access IAW AFMANs 33-152, *User Responsibilities and Guidance for Information Systems* and 33-282, *Computer Security*.

Must meet these requirements at time the job closes in order to be eligible:

**Aptitude:** G: 44 X: J (Must be able to lift a minimum of 60 pounds) PULHES: 333223

### HOW TO APPLY

**All applicants must submit a complete application packet to J1 to be considered for an AGR position. All Applicants must submit an application that includes the following:**

- Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address). **Required for all applications.**
- If you are unable to obtain or must substitute required documents, a brief detailed statement must be provided in the Application Cover letter to justify their absence. **Failure to include justification in cover letter will result in disqualification of Application.**
- NGB Form 34-1 (Application for AGR Position) dated November 2013 (**must be signed and dated**); if applicable attach a sheet explaining any "yes" answers to section IV. If using the Pure Edge NGB 34-1; please note you must date the form first then digitally sign for the date to show on the form.
- Personnel Records Review RIP, complete and current. Other Service Components submit appropriate individual personnel information printout.

- Current military members must submit annual (within 12 months) service component fitness testing results. Civilians must submit documentation from physician indicating height and weight. Must be dated within 30 days of job announcement closing date.
- Current (within 12 months) **AF Form 422**, Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score and if any PULHES are a "3", a statement indicating that individual is Worldwide Deployable.
- DMA FORM 181-E (Race and National Origin Identification) dated OCT 2006.\*

*\*The Wisconsin National Guard is an organization that values diversity and inclusion. As part of our recruitment process, we invite all job seekers interested in employment with The Wisconsin National Guard to voluntarily provide gender and ethnic information for \*Equal Employment Opportunity reporting. We do not use this self-identification information in any manner to make our hiring decisions, and whether or not you provide your self-identification information will have no impact on our review of your resume and/or application.*

- All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

**\*NOTE: Please do not mail in front-to-back or on card stock. Please scan in the application as ONE document.**

1. E-mail **SCANNED** application to [ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil](mailto:ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil). An email will be sent to confirm receipt of application.

**\*Note: This is not an automated email. When the AGR Staffing NCO pulls the email from the inbox, she/he will manually send a confirmation email. This will not always occur on the same day you send your application.**

2. Applications can also be mailed at applicant's own expense (next day mail suggested) to: Joint Force Headquarters Wisconsin, ATTN: **WIJS-J1-AGR (AGR Air Staffing)**, 2400 Wright Street, Madison, WI 53704-2572. Please do not submit application packets in three-ring binders or staple pages together. Individuals may call before job-closing date to ensure the application was received.

3. **J1 will not review the application for completion or accuracy before the closing date.** The applicant is responsible to ensure that application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification. All applications submitted become the property of the Human Resources Office and will not be returned.

4. Questions regarding this announcement may be referred to AGR Army Staffing, Comm (608) 242-3718 DSN 724-3718 or e-mail [Ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil](mailto:Ng.wi.wiarng.mbx.j1-internet-feedback@mail.mil)