

**WISCONSIN AIR NATIONAL GUARD  
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

**VACANCY ANNOUNCEMENT NUMBER: 21-107 ANG**

**OPENING DATE:** 17 September 2021

**CLOSING DATE:** 01 October 2021

**FILL DATE:** TBD

**POSITION TITLE:** Facility Manger

**AFSC REQUIREMENTS:** 3E0XX-3E6XX

**MINIMUM SKILL LEVEL REQUIRED:** 7 Level

**RANK AUTHORIZED TO APPLY:** Promotable E7-E9

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

**AREA OF CONSIDERATION:** Open to all eligible to enter the WI ANG AGR Program

**MINIMUM QUALIFICATION REQUIREMENTS**

1. Members must meet physical fitness standards IAW AFI 36-2905, Air Force Fitness Program.
2. Applicants with family members currently on-board are cautioned to review ANGI 36-101 for assignment restrictions.
3. Personnel must have sufficient retainability to permit completion of tour of duty. Cannot be eligible for or receiving an immediate Federal (Military or Civilian) retirement annuity.
4. **Each application will be screened for all mandatory AFSC entry criteria, if degree requirements are required, please enclose copies of transcripts.**
5. **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.**
6. 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 24 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:**

Plans and organizes installation, maintenance, and repair for all electrical activities. Programs and coordinates electrical power outages, maintenance, and repair requirements with users. Investigates proposed work sites to determine resource requirements. Prepares cost estimates for in-service work requirements. Applies engineered performance standards in planning and estimating jobs. Coordinates measured and direct schedule work order requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and maintains work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements and recapitalization process. Coordinates Work Order Review Board processes and provides agenda as required. Manages functions in electrical systems and power production activities. Directs installation and removal, operation, maintenance, and repair of electrical power distribution systems and electrical power generating and control systems activities, including overhead and underground distribution systems, power plant operations, fire alarms, lightning protection, cathodic protection systems, airfield lighting systems, and aircraft arresting systems. Identifies and controls requisitions. Ensures productivity and work compliance. Interprets electrical generating unit records and analyzes for organizational, intermediate, or depot level maintenance and preparation of maintenance forms, reports, and records. Issues and logs safe clearance procedures for all crafts engaged in maintenance of electrical systems and power production equipment. Ensures compliance with environmental and safety regulation and practices to include confined space programs. Performs planning activities and conducts facility surveys. Surveys proposed work to determine resource requirements. Obtains certifications, special tools, and equipment for assigned personnel. Ensures compliance with all safety and environmental regulations. Coordinates, monitors, and executes contingency and Prime BEEF training requirements and associated deployment preparation programs and duties. Ensures personnel are in a constant ready state to meet deployment commitments. Coordinates, monitors, and executes contract quality assurance functions as required.

### **SPECIALTY QUALIFICATIONS:**

**Knowledge.** Principles of electricity and electronics, electrical circuitry and distribution systems above and below 600 volts, internal combustion engines and other prime movers for electrical generating systems and mechanically driven devices, fire alarms, lightning protection systems, cathodic protection systems, airfield lighting systems, aircraft arresting systems, wiring diagrams, and schematics, technical publications and Air Force directives, unified facilities criteria, and environmental and safety regulations and practices.

**Education.** 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

**Training.** N/A

**Other:** 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.

## HOW TO APPLY

All documents must be personally identifiable and must include date if required.

All applicants must submit a complete application packet to HRO 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 detailed statement must be provided in the Application Cover letter to justify the absence. **Failure to include justification for missing or replaced documentation in cover letter will result in disqualification of Application. Documents submitted after the closing date will not be accepted.**
- NGB Form 34-1** (Application for AGR Position) dated 11 November 2013 (**must be provided even if already AGR; must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- Record Review RIP (NOT point credit summary or Career Data Brief)** complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from VMPF. If you cannot pull contact your A1.
- Member Individual Fitness Report**. All airmen will provide a satisfactory fitness test by the last day of the month, not outside 12 calendar months (must meet this requirement by the closing date). Will not accept the "I AM FIT" report.
- 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. If you do not know where to obtain a 422 contact your Medic section. A working copy will be accepted to show the process has been started if most current 422 is not within 12 months of the closing date. This is used to verify PULHES and medical readiness.
- DMA FORM 181-E** (Race and National Origin Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- 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.

1. E-mail **SCANNED** application encrypted to AGR POCs MSgt Melanie Kasten, SGT Jonathon Vanschyndel and SSgt Toni Trentadue: [melanie.l.kasten@mail.mil](mailto:melanie.l.kasten@mail.mil), [jonathon.j.vanschyndel@mail.mil](mailto:jonathon.j.vanschyndel@mail.mil) and [toni.m.trentadue@mail.mil](mailto:toni.m.trentadue@mail.mil). An email will be sent to confirm receipt of application. **Emails verifying receipt are not automatic.** Feel free to call Comm (608) 242-3723 or (608) 242-3730 to verify receipt of your packet. Scan file in as 1 PDF. Contact your unit to assist if needed.

2. **HRO 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.

3. Questions regarding this announcement may be referred to AGR Staffing, Comm (608) 242-3723 DSN 724-3723 or e-mail [ng.wi.wiarnng.mbx.hro-internet-feedback@mail.mil](mailto:ng.wi.wiarnng.mbx.hro-internet-feedback@mail.mil)