Delaware Air National Guard
Active Guard Reserve (AGR)
Position Vacancy Announcement

SECTION I: Administrative
Authority: Title 32 USC 502(f), ANGI 36-101

Position Title:	Vacancy Number:	Open Date:	Close Date:
Civil Engineer	01-AF-20	8 October 2020	29 October 2020
Required AFSC:	**UMD Position Number:**	**Minimum Grade:**	Captain (O-3)
32E3X	0431466	**Maximum Grade:**	Major (O-4)

AGR Branch Contact Information	Duty Location
Email: NG.DE.DEARNG.MBX.HRO-AIR-AGR@MAIL.MIL **Telephone:** (302) 326-7110 or (302) 326-7806	166 Civil Engineer Squadron New Castle, Delaware 19720

SECTION II: AREA OF CONSIDERATION

- [x] Zone 1 Restricted Statewide (On-Board DEANG Active Guard Reserve (AGR) Airmen Only)
- [x] Zone 2 Unrestricted Statewide (DEANG Traditional Airmen)
- [x] Zone 3 Nationwide (Those eligible to become a member of the DEANG)

SECTION III: DUTIES AND RESPONSIBILITIES OF POSITION

- 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.
- 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.
- 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.
- 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.

***Additional details can be found in the Air Force Enlisted Classification Directory (AFECD) dated, 30 April 2020

SECTION IV: MINIMUM PROGRAM ENTRY REQUIREMENTS

For initial entry and subsequent retention in the Full-Time Military Title 32 Section 502(f) Active Guard Reserve (AGR) Program, applicant must meet and maintain the qualifications below and standards prescribed IAW DoDI 1205.18, ANGI 36-101, AFI 36-2905, AFI 48-123, and other regulations

- Be a member of or eligible to become a member of the Delaware Air National Guard.
- Provide a printed copy of the electronic Air Force and Fitness Assessment Results showing passing scores dated within the past 12 months.
- 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 DLC which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
- All initial medical and fitness requirements must remain current for at least 30 days after start of the AGR tour.
- Meet the physical qualifications outlined in AFI 48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty, be current in all Individual Medical Readiness (IMR) requirements to include immunizations. HIV testing must be completed not more than six months prior to the start date of the AGR tour.
- Meet any Special Requirements as specified on Position Description.
- Possess or be able to obtain appropriate security clearance prior to entry into the AGR program.
- Enlisted personnel must obtain sufficient retainability to fulfill an AGR assignment.
- Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
- Must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
- Individuals selected that cannot attain 20 years of AFS prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
- Must have an approved waiver if their initial order will place them at greater than 18 yrs TAFMS.
- Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
- Applicants for E-8 positions must have the ability to complete the Senior Noncommissioned Officer Academy within 36 months of assignment.
- Meet the eligibility requirements for AGR service under the provisions of ANGI 36-101.

The Delaware National Guard is an equal opportunity employer and prohibits employment discrimination on the basis of race, color, and national origin as such all applications for this position will receive equal consideration.

Updated: 25 Aug 2020

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SECTION V: INSTRUCTIONS FOR APPLYING

All applications will be delivered to the DENG HRO-AGR Office via email. Failure to submit all required documents as outlined below will result in your application not being considered for employment. A lack of required documentation requires the applicant to submit written justification to certify the eligibility.

The documents listed will be submitted as a minimum where applicable. If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the document missing with a short explanation necessary to certify the Airman is eligible. Applicants from other services may submit equivalent information using service specific formats. Failure to provide information may result in a finding of ineligibility and may cause the applicant to lose consideration for the position.

• DNG AGR Applicant Packet Checklist
• DNG Applicant Point-of-Contact Data Form
• NGB Form 34-1 (Application for Active Guard/Reserve (AGR) Position)
• Individual Medical Readiness (IMR) Record and AF 422. Download from https://imr.afms.mil/imr/AppDir.aspx. PHA must be within the last 12 months and show PULHES
• Report of Individual Fitness from the Air Force Fitness Management System (AFFMS) – Last test must be within 12 months and show a passing score of 75 or higher
• AF Form 469 - Duty Limiting Condition Report (if applicable)
• Report of Individual Personnel (RIP): Obtained from your Virtual Military Personnel Flight (vMPF) or the Force Support Squadron (FSS)
• Security Manager memorandum verifying clearance level and date granted
• Air Force Point Credit Summary Inquiry (PCARS) retirement points history. For other services, equivalent retirement points statement
• Certificate of Release/Discharge (DD Form 214, DD Form 220, DD Form 215, or DD Form 1506, if applicable)
• Standard Form 181 (Ethnicity and Race verification)
• Copy of state and military driver's license (if applicable)
• Last two (2) Performance Reports (EPR/OPR) (if applicable)
• Letters of Recommendation signed by a SMSgt/CMSgt/Lt Col or above (optional)
• Professional Certifications, Resume, or Biographical Sketch (optional)

SECTION VI: IMPORTANT NOTES REGARDING THE COMPLETION AND SUBMISSION OF YOUR APPLICATION

• Blank forms can be located on the Delaware National Guard GKO site (https://gko.portal.ng.mil/states/DE/specialstaff/hro/agr/DEANG_AGR/SitePages/Home.aspx) and the Delaware National Guard Website (https://www.de.ng.mil/join/full-time/)
• Applications must be typed or printed in legible dark ink, signed and dated. Incomplete application packages (i.e. failure to explain "yes" answers in Section IV on the NGB 34-1) will not be processed for board consideration.
• Applications must be submitted as (1) PDF attachment. If multiple documents are submitted members will **NOT** be considered.
• Applications will be submitted to **NG.DE.DEARNG.MBX.HRO-AIR-AGR@MAIL.MIL no later than 2359 on the closing date of the announcement.**
• Applications must be submitted the application the Email Subject and Attachment should be titled **Last Name, First Initial Application Vacancy Number (##-AF-##)**.
• Failure to follow the instructions in this announcement will result in packet disqualification.
• Individuals selected for positions should not quit their current job or enter into any contractual agreements with lending institutions, etc. until AGR orders have been published by the HRO-AG office.
• Any falsification of the eligibility requirements will result in immediate release from the AGR Program

SECTION VII: SIGNIFICANT INFORMATION PERTAINING TO THIS POSITION

- Tenure Status - Permanent
- Position AFSC - 32E3G
- This position is a supervisory position
- Security Clearance - Secret
- Construction experience required
- Education - Engineering Degree is required. College transcripts are REQUIRED for this position.
- Completion of the Air Force Institution of Technology course WMGT 101, Air Force Civil Engineer Basic Course.

SECTION VIII: LENGTH OF TOUR/APPOINTMENT

- IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years. Initial tours will have a probationary period of 3 years. Subsequent tours, if authorized, will not exceed six years and will not extend beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).
- The publication of AGR orders by HRO will be the official appointment into the Delaware Air AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).