



Washington Air National Guard Active Guard Reserve (AGR) Announcement

Modified 12 May 2016

JOB ANNOUNCEMENT # 16-045-ANG

POSITION INFORMATION

Position: Production Controller (Construction) **Grade:** MSgt/E-7
Location: 141 CES **AFSC:** **3E6X1**
Fairchild AFB, WA
Opening Date: 11 May 2016 **Closing Date:** 26 May 2016

WHO CAN APPLY

All current **AGR members** of the Washington Air National Guard. **HIRE IS CONTINGENT UPON APPROVED MCR**

INITIAL ELIGIBILITY CRITERIA

The following criteria must be met as of closeout date of this announcement to be considered:

- Must be a TSgt/E-6 or MSgt/E-7
- If member does not hold AFSC: 3E6X1 must agree to cross train. (Individuals without required AFSC will still be considered) 3E6X1 requirements: ASVAB General 44, P-3, U-3, L-3, H-2, E-2, S-3
- Meet ANG fitness standards IAW AFI 36-2905 with a score of 75 or above (*applies only to current members of the USAF, USAFR or ANG*)
- Possess or be able to obtain a **SECRET** security clearance

SUMMARY OF DUTIES

Receives and reviews all work requests (oral and written) for validity, accuracy, and feasibility. Ensures proper coordination with outside organizations such as safety, fire, security, communications, occupational health, and environmental. Serves as the focal point for automated work control and supply programs within CES or throughout the installation. Ensures processing of material documentation produced by computer systems IAW applicable regulations. Ensures fiscal responsibility by establishing job/work orders under the correct organizational funding codes. Establishes and operates the customer service center. In conjunction with the Facility Manager, coordinates and directs periodic inspections of Real Property and Real Property Installed Equipment (RPIE) Inventory data must reflect conditions, amount, type, and descriptions of all facilities and RPIE. Determines the most effective utilization of resources to accomplish recurring maintenance actions by use of in-service employees, Traditional Guard personnel, and/or contract maintenance services. Supervises assigned staff so as to assign, direct, and review work of subordinates. Establishes and operates the CES Command Control Center during normal, contingency, and emergency operations. During the initial stages of emergency operations (approximately up to 2 hours), incumbent must make sound, informed, and often, complex decisions, either neutralizing or minimizing impact on facilities required to support mission requirements. Establishes and maintains facility and construction folders to include records of all significant maintenance and improvements that have and have not been capitalized. Initiates, monitors, and administers contracts, within delegated authority.



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Manages CES mobility equipment and supply programs and provides training to drill status guardsmen in accomplishment of these tasks. Manages Civil Engineering equipment/material accounts through a sophisticated Integrated Engineering Management computer system. Coordinates training/work schedules for contractors, state and Federal employees, and Traditional Guard personnel with the Logistics Management Specialist or the Unit Training Manager in order to maximize training opportunities. Performs vehicle control responsibilities. Performs other duties as assigned. Supervises assigned staff so as to assign, direct, and review work of subordinates. Establishes and operates the CES Command Control Center during normal, contingency, and emergency operations. During the initial stages of emergency operations (approximately up to 2 hours), incumbent must make sound, informed, and often, complex decisions, either neutralizing or minimizing impact on facilities required to support mission requirements. Establishes and maintains facility and construction folders to include records of all significant maintenance and improvements that have and have not been capitalized. Initiates, monitors, and administers contracts, within delegated authority. Manages CES mobility equipment and supply programs and provides training to drill status guardsmen in accomplishment of these tasks. Manages Civil Engineering equipment/material accounts through a sophisticated Integrated Engineering Management computer system. Coordinates training/work schedules for contractors, state and Federal employees, and Traditional Guard personnel with the Logistics Management Specialist or the Unit Training Manager in order to maximize training opportunities. Performs vehicle control responsibilities. Performs other duties as assigned.

ELEMENTS

The following elements are considered essential for successful performance in this position. Response to the Elements is voluntary, however written response to each of the following Elements will ensure that specialized experience is recognized.

--Knowledge of the production methods, procedures, equipment, materials, and personnel skills available to accomplish projects that are generally of a recurring nature and to develop information necessary for control of a complex program such as: multi-shop long term scheduling, developing plans and specifications and multi-trade material list for phasing of complex long-term facility repair and construction projects.

--Knowledge of supply and logistic functions such as material and equipment ordering procedures and their forms and the proper use of CE resources for each requirement.

--Knowledge and experience to observe and analyze progress of projects and ability to determine if schedules are being followed, if they can be improved, and to determine causes of delays in meeting completion deadlines.

--Ability to coordinate with internal and external organizations and businesses in support of production control and logistic activities in CE to ensure proper supply handling, scheduling and the expediting of the work.

--Knowledge, skill, and experience in OSHA and other departmental regulations, as well as base operation plans, and how they interface with program execution.



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--Expert knowledge of CE automated systems. Must be thoroughly familiar with all aspects of how the various automated material acquisition systems interface and what effect they have on material acquisition.

--Knowledge of warehouse management, supply and material requisitioning and vehicle control operations.

--Ability to communicate clearly both verbally and in writing.

APPLICATION INSTRUCTIONS

Applicants may apply for this position by submitting the following:

- 1) Resume cover letter (*not required, but highly encouraged*).
- 2) NGB 34-1, *Application for Active Guard Reserve (AGR) position*
- 3) Resume (Resume should include chronological listing of all military service. Include inclusive dates, branches of service, units and location assigned, and a brief recap of duties)
- 4) Current Report of Individual Person (RIP) (*only applies to current members of the USAF, USAFR or ANG*)
- 5) Point Credit Summary (PCARS) from the vMPF. Print "View All", minus the PCARS definitions and FAQ pages (*only applies to current members of the USAFR or ANG*)
- 6) Current Report of Individual Fitness (*only applies to current members of the USAF, USAFR or ANG*)
- 7) Response to Job Elements (*not required, but highly encouraged*)
- 8) If cross training to 3E6X, provide AF Form 422 to show PULHES requirement
- 9) NO BINDERS OR BOUND DOCUMENTS

Email applications to: LORIE.K.MOORE.MIL@MAIL.MIL

When emailing applications, please put the announcement number and last name in the subject line

Applications can also be mailed to:

141 FSSF/DPC
5 W. BONG STREET
FAIRCHILD AFB, WA 99011

OR

HUMAN RESOURCES OFFICE /AGR
ATTN: MSGT LORIE MOORE
33 41ST DIVISION WAY, BLDG 33
CAMP MURRAY, WA 98430

Applications must be received by this office by 1630 on the closing date of the announcement. **If you are sending your application via Priority Mail, Fed Ex, etc please allow an additional 3-5 days to the shipping time as they are not delivered directly to HRO.** Applications not received by HRO by the closing date will not be accepted. Applications will not be returned.

ADDITIONAL INFORMATION



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- Equal Employment Opportunity: The Washington National Guard is an equal opportunity employer. Selection for this position will be made without regard to race, religion, national origin, gender, marital status or political affiliation.
- Enlistment/Appointment in the Washington Air National Guard is a condition for retention in the AGR program.
- Potential for promotion in the position is conditional upon assignment to the appropriate UMD grade, compliance with ANGI 36-101 grade compatibility requirements and, if applicable, the availability of an AGR control grade. Selection for the position at a higher grade does not automatically constitute the immediate availability of an AGR control grade required for promotion to the higher grade.
- The process of applying and being nominated does not constitute final selection for nor guarantee this position. Applicants are strongly advised not to make arrangements to move or change jobs until notified of final selection by the Adjutant General of the State of Washington or designated representative.
- Applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD) for officers, age 60 for enlisted. If unable to meet this requirement a statement of understanding must be completed prior to start date.
- Military grade cannot exceed the maximum military grade authorized. A member who is overgrade must indicate, in writing, a willingness to be administratively reduced in grade when assigned.
- Point of Contact for AGR announcements:
MSgt Lorie Moore, AGR Manager for Air (253) 512-8347