



# DEPARTMENTS OF THE ARMY AND AIR FORCE

JOINT FORCE HEADQUARTERS-LOUISIANA  
OFFICE OF THE ADJUTANT GENERAL  
JACKSON BARRACKS  
NEW ORLEANS, LOUISIANA 70117

## AIR ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: LA 10655165-A

OPEN DATE: 15 NOV 19

CLOSING DATE: 11 FEB 20

**POSITION:**

**ARCHITECT/ENGINEER**

**UNIT / LOCATION:**

**159<sup>th</sup> Civil Engineer Squadron  
New Orleans, LA**

*This position is located in the ANG Base Engineering Division.*

**AFSC:**

**32E3G**

**MINIMUM RANK / GRADE:**

**2Lt / O-1**

**MAXIMUM RANK / GRADE:**

**Maj / O-4**

**TECHNICIAN ANNOUNCEMENT:**

This position is also being advertised under Technician Vacancy Announcement [LA 10655165](#) which is open until 11 FEB 2020. Personnel desiring to apply for the Technician Position must do so under Technician Vacancy Announcement.

**\*\*\*LOUISIANA NATIONAL GUARD MEMBERS – Acceptance of this position may result in the loss of contracted incentive(s). For further details, contact the LANG State Incentive Manager, at (504) 391-8336\*\*\***

**WHO MAY APPLY FOR THIS POSITION:**

THIS ANNOUNCEMENT IS OPEN NATIONWIDE AND TO CURRENT OFFICERS IN THE LOUISIANA AIR NATIONAL GUARD. APPLICANTS MUST FURNISH THE REQUIRED DOCUMENTATION AS SPECIFIED IN THE ANNOUNCEMENT. IF THE REQUIRED DOCUMENTATION IS NOT PROVIDED, CONSIDERATION WILL NOT BE GIVEN IN THE QUALIFICATION PROCESS

**SPECIAL NOTES:**

WITH THE EXCEPTION OF A RESUME AND LETTERS OF RECOMMENDATION ANY ADDITIONAL DOCUMENTS NOT REQUIRED BY THE VACANCY ANNOUNCEMENT (E.G., POSITION DESCRIPTION, PERFORMANCE EVALUATIONS, CERTIFICATES OF TRAINING, ETC.) WILL BE REMOVED FROM THE APPLICATION PACKAGE. APPLICANTS ARE HIGHLY ENCOURAGED TO SUBMIT ONLY THE DOCUMENTS LISTED ON THE ANNOUNCEMENT.



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**All Applicants MUST submit the following documents as one PDF via email in the order listed below:**

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- ❑ **Cover letter**, typically provides detailed information on why you are qualified for the job.
- ❑ **NGB Form 34-1**, dated 11 Nov 2013, Application for Active Guard/Reserve (AGR) Position.  
*(announcement number and position title must be annotated on the form)*
- ❑ **Resume**, *(optional)* ensure to focus on official military training when the standards were exceeded and be ready to explain any particular item the board may question.
- ❑ **Full length military service dress photograph with white background** *(snapshots acceptable)*
- ❑ **Copy of State Driver's License** *(photocopy of both sides)*
- ❑ **Current (within 30 days) Report of Individual Personnel (RIP)**, RIP can be obtained from Virtual MPF (vMPF). Select 'Record Review', and then 'Print/View All Pages'.
- ❑ **Officer Performance Report, OPR** *(current within 12 months)*
- ❑ **Letter of Recommendation**, required when OPR is not available from the military command.
- ❑ **Copy of current Report of Individual Fitness**, from the Air Force Fitness Management System (AFFMS) within the last 12 months. (Note: Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite score of 75 or higher for entry into the AGR program).
- ❑ **Copy of AF Form 422**, Physical Profile Serial Report *(current within 12 months)*, must include PULHES
- ❑ **Copy of all DD 214/NGB Form 22** *(This document is required for former active service member and prior service in the National Guard).*

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**Area of Consideration**

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- This position is **open NATIONWIDE and to current officers in the Louisiana Air National Guard**. Individual selected will receive an Active Duty Title 32 Tour with the Louisiana Air National Guard. In order to be considered for this position applicants must meet minimum qualifications.
- **This position is temporary indefinite until such time as the departing individual is either restored or the restoration period expires.**
- This position is subject to rotating shifts, night shifts, and weekends/holidays.
- May be required to fly in military aircraft or commercial aircraft for TDY purposes.
- Participation with unit of assignment during UTAs, annual training, deployments, special projects and exercises is required.

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**Qualifications Requirements**

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- **Compatible AFSC: only 32E3G**
- **Minimum acceptable grade: O-1**
- **Maximum acceptable grade: O-4**
- Member must possess a **SECRET** security clearance.



- Member must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community.
- Member must meet physical qualifications IAW Chapter 7, ANGI 36-101, AFI 48-123.
- Member must also meet the requirements of AFI 36-2903, AFI 36-2905, and other regulations as required.
- No record of disciplinary action that resulted in an Article 15 or unfavorable Information File.
- No history of emotional instability, personality disorder, or other unresolved mental health problems.
- No record of alcohol or substance abuse, financial irresponsibility, domestic violence, or child abuse.

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#### **Evaluation Process**

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Applicants will be evaluated solely on the information provided in the application. Experience will be evaluated based on the relevance to the position for which application is made and whether it is full-time or part-time. In addition to experience, credit will also be given for military training and self-development, civilian and military awards and education.

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#### **Duties and Responsibilities**

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- Responsible for the acquisition, construction, maintenance, repair, and operating of real property facilities, and provides related management, engineering, and other support work. Specifically, this includes (a) acquisition, accountability, and disposal of real estate; (b) planning and programming of total requirements for the maintenance, repair, and construction of facilities including financial management of facility programs; (c) provision of basic utility services; (d) maintenance and repair of structures and associated equipment; (e) furnishing snow removal, pest control, fire prevention, and engineering services activities.
- Exercises authority in planning, directing, controlling and coordinating architectural or engineering activities. Directs total operations through subordinate civilian supervisory and non-supervisory personnel. Plans, schedules and assigns work; establishes and monitors internal controls; and ensures uniform application of regulations, policies, directives, and professional engineering practices. Considers a variety of elements in determining funds available, contour of land, soil condition, weather and its effect upon building material, new engineering concepts, USAF Guides, etc.
- Utilizes program and planning documents in determining real property facility requirements for programmed units and activities within the installation. Accomplishes long and short range planning for replacement of facilities or equipment including contingency operations for potential war or domestic emergency conditions. Oversees development and time phasing of operations and maintenance of real property facility and construction programs to ensure assimilation into the overall installation program. Responsible for implementation of the "total programming" concept for maintenance, repair, and construction of facilities.
- Represents the Base Architect/Engineer at meetings and conferences with HQ ANG and intermediate command staff, Commanders and staff representatives of tenant organizations, Division and District Engineer representatives of the Corps of Engineers and Naval Facilities Engineering Command, metropolitan airports commission staff;



FAA, Veterans Administration, highway department representatives; Federal, states, and city Environmental Protection Agency representatives.

- Determines operational trends and forecasts requirements. Determines and coordinates acquisition and use of money, manpower, equipment and material. Plans required organizational structures to establish the essential functional elements necessary to carry out architectural/engineering responsibilities most effectively and economically. Delegates authority, ensures coordination, and develops new managerial methods and techniques to increase program effectiveness and decrease costs.
- Provides technical instructions and information on architectural, engineering and other technical requirements and assigns phases of projects to subordinate architects, engineers, engineering technicians, and draftsmen. Reviews work accomplishment during progress and, upon completion directs changes to achieve technically accurate
- Establishes technical engineering and architectural processes, criteria, and functions. Prepares or directs the preparation of engineering and architectural drawings, specifications and independent cost estimates for the construction, modification and maintenance of a wide variety of military buildings, structures, pavements, grounds, and utilities systems. Reviews architectural drawings, sketches, and specifications for technical adequacy, constructability, maintainability, operability, and interpretation in terms of requirements for manpower, supplies, and equipment. Participates as technical consultant and government engineering/architectural representative in conferences with Architectural-Engineering firms to insure that completed designs meet Air Force requirements in terms of technical sufficiency and economical use of funds and materials.
- Through subordinate supervisors, directs approximately twenty-five or more civilian and military employees engaged in readiness, Crash-Fire-Rescue engineering design, explosive ordnance disposal engineering, and operational facility maintenance duties and is responsible for providing training and facilities for the OJT and proficiency training of approximately 100 drill status officers and airmen.
- Develops and maintains effective engineering staff relationships with base and tenant organizations. In staff meetings and in daily activities, presents briefings on acquisitions, construction, operation, maintenance, and financial management concerning real property facilities.
- Performs other duties as assigned.

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### Submission of Application

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**APPLICATION MUST BE EMAILED TO: [ng.la.laarng.mbx.agr-branch-air@mail.mil](mailto:ng.la.laarng.mbx.agr-branch-air@mail.mil)**

**\*Use Subject Line:** Last Name, Announcement Number, Position Title (Ex. Jones, 001-19, Personnel Craftsman)

**\*All application documents must be consolidated into a single PDF file (portfolio files are not accepted).**

**All applications must be received by the Human Resources Office no later than 2359 hrs on the expiration date of this announcement. Confirmation of receipt of application is the responsibility of the applicant. POC is MSgt Cassie L. Ellis at (225) 319-4853, DSN 435-4853.**

