



NEW JERSEY NATIONAL GUARD

ACTIVE GUARD RESERVE (AGR)

Announcement Number: **Amended NJANG 35-AF-25**



POSITION TITLE: Deputy Base Civil Engineer	AFSC 32E3G	OPEN DATE: 17 Dec 2024	CLOSE DATE: 31 Jan 2025
UNIT OF ACTIVITY/DUTY LOCATION: 108th Civil Engineering Squadron, Joint Base McGuire-Dix-Lakehurst, NJ		GRADE REQUIREMENT: Min: O-1 Max: O-4	
SELECTING SUPERVISOR: Capt YE, JIAHUA	Position Number 0108906134	*Commissioning Opportunity	

AREAS OF CONSIDERATION

Nationwide military members eligible for membership in the NJANG (Open to Any AFSC or Equivalent) Must obtain AFSC within 12 months

MAJOR DUTIES

Please refer to attached pages for more info on the major duties and initial qualifications for this position for this AFSC or go to: <https://www.my.af.mil> to review the AFECD or AFOCD

INITIAL ELIGIBILITY CRITERIA

- *In addition to criteria listed on attached pages*
- Security Clearance - Must be able to obtain: Secret
 - Open to Any AFSC or Equivalent: Must obtain AFSC within 12 months

BRIEF JOB DESCRIPTION:

Develops and implements civil engineer (CE) force employment and provides staff supervision and technical advice. Performs and manages CE functions and activities to build, operate, maintain, protect, and recover 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, readiness and emergency management (EM), and mobilization programs at base level. Serves on response teams and related installation support services. Conducts integrated base response and recovery activities. Advises commanders and government officials on effective use of CE resources.

ACTIVE GUARD AND RESERVE REQUIREMENT

IAW ANGI 36-101, 21 April 2022, paragraph Chapter 6, Initial AGR tour orders are probationary. The probationary period will not exceed six years. AGR tours may not extend beyond an Enlisted member's ETS or an Officer's MSD. Be advised that acceptance of an AGR Tour may result in future and unexpected out of state PCS or tours of up to one year or longer.

Airmen 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 Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.

Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFMAN 48-123, 8 December 2020, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour.

Enlisted Airmen who are voluntarily assigned to a position which would cause an over grade must indicate such in writing; a voluntary demotion letter must be included with the application in accordance with ANGI 36-2503, 24 February 2010, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package. Application Package will not be forwarded without Administrative Demotion statement.

IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.

IAW ANGI 36-101, paragraph 5.10, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). 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, See ANGI36-101 Attachment 3.

IAW ANGI36-101, paragraph 6.6.1, members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement to 24 months when in the best interest of the unit, State, or Air National Guard.

If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the applicant.

TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS

Currently employed technicians may compete for AGR positions. If selected, permanent employees will have their Federal Employee Group Life Insurance (FGLI) continue for 26 pay periods following their start date on AGR. If selected, your National Guard Association of the United States (NGAUS) will be terminated at the end of the pay period you begin LWOP/AUS. If selected, normally, your Federal Employee Health Benefits (FEHB) will terminate 30 days after AGR start date. Other pay related actions (i.e., TSP, advanced sick leave, etc.) should be reviewed with the Employee Relations Section of J1-HRO. Contact information: 609-562-0866/0874.

BONUS/INCENTIVE RECIPIENTS

If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full-time employment with the National Guard. Contact your RETENTION OFFICE MANAGER.

SPECIAL ANNOUNCEMENT CRITERIA

- Selection into [E8 / E9 / O4 / O5] positions is contingent on availability/state allocation of controlled grades.
- Selection into higher graded positions IS NOT a promise of promotion
- Upon selection additional medical verification will be required prior to start of AGR tour
- The publication of AGR orders by HRO will be the official appointment into the New Jersey 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).
- Continuation beyond initial tour may be subject to evaluation based on AGR Continuation Board
- AGR Bring-Your-Own-Billet, authorization from the relinquishing commander is required.

APPLICATION PROCEDURES

Applications must be signed and dated. Applications received with an unsigned NGB 34-1 and RIP will not be forwarded for consideration. The application package must include all items 1-5 listed below. If the required documents are not submitted, a letter of explanation must be included. Submittal of any missing requirements after the closeout will NOT be accepted.

Use AGR Application Instructions from DMAVA website (<https://www.nj.gov/military/admin/vacancy/#air-agr-jobs>)

**Incomplete packages will not be considered for the position vacancy

**All application documents must be consolidated into a single .pdf file. (Do not put in a PDF Portfolio format)

1. Signed NGB Form 34-1 Application Form for Active Guard/Reserve (AGR) Position dated 20131111 (<https://www.nj.gov/military/admin/vacancy>)
2. Signed CURRENT full Records Review RIP from Virtual MPF <https://vmfp.us.af.mil/vMPF/Hub/Pages/Hub.asp>
3. CURRENT PASSING Report of Individual Fitness from MyFSS/MyFitness <(must not show a "fitness due date" that is in the past) (or) a signed letter from the UFP. If exempt, please include Form 469 with application)
4. Current EPB/OPB – if you do not have a current EPB/OPB, submit last EPB/OPB and a MFR stating the missing reason.
5. Contact Information-on a separate document; Rank, Last, First Name, preferred contact email, and preferred contact phone#.
6. Inability to Retire as AGR SOU (if applicable) (<https://www.nj.gov/military/admin/vacancy>)
7. Administrative Grade Reduction (if applicable)- Current military grade cannot exceed maximum Military grade announced on Vacancy. Over graded applicants must include a memorandum indicating willingness to accept an administrative reduction if selected.
8. A copy of current VALID state driver's license (as required).

EMAILING REQUIREMENTS:

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended) (consider printing signed documents to PDF prior to combining files)-Signatures may be stripped once they are saved.

PDF File Name should be Rank Last Name, First Name_Position Announcement Number

Example: TSgt Mouse, Mickey_VA 01-AF-23

Email Subject should be: TSgt Mouse, Mickey_VA 01-AF-23

Email Application Package to: nj.njamg.list.nj-job-submission-agr-air@army.mil

** Applications will be accepted through GEARS (GEARS <https://gears.army.mil/>), if standard email procedures do not work**

QUESTIONS: Applicants may call HRO to verify receipt of application prior to closeout date.

Commercial 609-562-0887 or Commercial 609-562-0860 or nj.njamg.list.nj-job-submission-agr-air@army.mil

Assistance will be rendered in the order the request was received.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: Selecting supervisor will contact qualified applicants for interviews after receipt of selection register from HRO REMOTE. After completion of interview, send selection register to HRO REMOTE. After the Human Resources Officer approves the selection package, the HRO office will send a notification letter to notify all applicants of their selection/non- selection.

THE NEW JERSEY NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

All applicants will be protected under Title VI of the Civil Rights Act of 1964. Eligible applicants will be considered without regard to race, color, religion, gender, national origin, or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC some positions may have gender restrictions.

CIVIL ENGINEER UTILIZATION FIELD (32EX)

Introduction (Changed 30 Apr 24)

The Civil Engineer (CE) Career Area provides engineering combat support for deployed Air Force and joint units and weapons systems, emergency repair of damage to air bases, base denial activities, and other related combat support functions; develops, monitors, and briefs survivability actions and methods to recover capabilities after attack or natural disaster; and organizes, trains, and equips contingency forces for nuclear, biological, chemical, and conventional attack operations and other emergency situations. The career field also encompasses activities relating to acquisition, maintenance, asset management, operation, and disposal of real property facilities, and includes planning, program formulation and execution, policy development, inspection, command, and direction of CE activities. Included are supervisory, operational, and engineering responsibilities for construction, maintenance, and repair of Air Force real property; operation of utility systems; fire prevention, protection, and aircraft crash rescue; emergency management; and explosive ordnance disposal. Functions involving planning and programming for maintenance, repair, and construction requirements; design and preparing plans and specifications for contracts, contract inspection, budgetary development and planning; establishing standards, requirements, and funds management for personnel, supplies, and equipment; environmental protection and base procedures for construction and maintenance of environmental improvements; planning, budgeting, construction, maintenance, and management of military family housing; acquisition, utilization, and disposal of real estate under Air Force jurisdiction; and training and use of CE professional and technical personnel.

Officers performing civil engineering functions not requiring a specific engineering discipline are identified by AFSC 32E3G/1G. Readiness engineer positions and personnel are identified by AFSC 32E3B/1B. EOD positions and personnel are identified by AFSC 32E3H/1H. For award of a shredout other than B, H, or G, the mandatory degree must be in the academic area specified by the shredout.

Civil Engineer officers will be upgraded based on 2 years of duty in CE regardless of shredout. Upgrading will be in the shredout relating to their academic discipline or suffix G - General Engineer, dependent upon duty position. Officers whose academic area is not compatible with suffixes A, C, E, F, I or J will be upgraded in suffix G only.

Officers of all shredouts may be assigned to positions requiring suffix G.

AFSC 32E4, Staff
 AFSC 32E3*, Qualified
 AFSC 32E1*, Entry

CIVIL ENGINEER

(Changed 30 Apr 24)

1. **Specialty Summary.** Develops and implements civil engineer (CE) force employment and provides staff supervision and technical advice. Performs and manages CE functions and activities to build, operate, maintain, protect, and recover 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), readiness and emergency management (EM), family housing and dorm management, and mobilization programs at base level. Serves on response teams and related installation support services. Conducts integrated base response and recovery activities. Advises commanders and government officials on effective use of CE resources. Related DoD Occupational Group: 240100.

2. Duties and Responsibilities:

2.1. 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 and chemical, biological, nuclear, radiological (CBRN) ordnance and improvised explosive devices. Provides 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 initial response force and/or response task force for nuclear accidents/incidents.

2.2. 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.

2.3. 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.

3. Specialty Qualifications:

3.1. **Knowledge.** Knowledge is mandatory of: contingency engineering, contingency base operations, EOD, CBRN, and survivability skills, including force bed-down, expedient damage repair, and recovery after attack: methods, sources, and techniques of engineering design, construction, maintenance, operation, and repair of facilities and utility systems; resource acquisition and management; asset management; military facilities programming and planning; environmental stewardship; housing management; management of real property; fire prevention, protection, and aircraft crash rescue procedures; engineering research and development; and formulation, coordination, and administration of plans and programs.

3.2. **Education.** The following education is required for entry into AFSCs 32E1X as indicated:

3.2.1. For entry education requirements see [Appendix A, 32E CIP Education Matrix](#).

3.3. **Training.** The following training is mandatory for award of the AFSC indicated:

3.3.1. 32E3A/C/E/F/G/I/J. Completion of Air Force Institute of Technology (AFIT) course WMGT 101, Air Force Civil Engineer Basic Course.

NOTE: For Air Reserve Component officers, AFIT courses WMGT 102, *Introduction to the Base Civil Engineer Organization for Reserve Forces Course*, and WMGT 484, *Reserve Forces Air Base Combat Engineering Course*, may be substituted for AFIT course WMGT 101.

3.3.2. 32E3B. Completion of initial skills training for CBRN is required. Approved training courses are the United States Marine Corps CBRN Basic Warrant Officer Course OR a tailored version of the 3E9 AFSC initial skills training.

3.3.3. 32E3H. Completion of the initial skills training course for EOD. (Navy School EOD [NAVSCOLEOD]).

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

3.4.1. 32E3A/C/E/F/G/I/J. A minimum of 12 months of experience in the specialty shredout. Members with the appropriate entry degree may have the experience shred-out after 12 months of specialty regardless of entry shredout.

3.5. **Other.** The following are mandatory requirements of AFSCs 32E3H as indicated:

3.5.1. For entry into this specialty (prior to being given a class slot at NAVSCOLEOD):

3.5.1.1. Candidate must have a valid, passing Air Force Physical Fitness score dated no more than 6 months prior to NAVSCOLEOD class start date.

- 3.5.1.2. Must pass current Air Force EOD accession level Physical Fitness requirements prior to selection and prior to starting NAVSCOLEOD. Currently the requirement is: the 1.5 mile run in under 11 mins and pull-up (3 pull-ups in under 2 minutes).
- 3.5.1.3. Certification and recommendation by the nearest EOD-Qualified Officer to the home-station unit commander (or equivalent) for consideration and adjudication of 32E Development Team and/or Career Field Manager to become an EOD candidate.
- 3.5.2. Passing color vision, as defined as a CCT score of 55 or greater in accordance with the USAF Medical Standards Directory.
- 3.5.3. Minimum height of 5'0". Maximum height 6'6".
- 3.5.4. No record of Claustrophobia (fear of confined spaces).
- 3.5.5. Must not have a sustained or untreatable emotional instability that is incompatible with 32E3H AFSC.
- 3.6. Specialty requires an adjudicated Tier 3 (T3) clearance, with an initiated Tier 5 (T5) prior to attending NAVSCOLEOD. The T5 security clearance shall not be initiated until the T3 clearance is adjudicated. The T5 clearance is required due to training, assignments involving nuclear weapons, and United States Secret Service / Department of State Support
- NOTE:** Award of the 32E1H level without a completed T5 Investigation is authorized provided an interim Top Secret security clearance has been granted according to DoDM 5200.02_AFMAN 16-1405, *Air Force Personnel Security Program*.
- 3.7. Other. The following are mandatory requirements of AFSC 32E3B specialty as indicated:
- 3.7.1. Normal color vision as defined in DAFMAN 48-123, Medical Examinations and Standards
- 3.7.2. No record of claustrophobia or claustrophobic tendencies

4. Specialty Shredouts:

<i>Suffix</i>	<i>Portion of AFS to Which Related</i>
A	Architect/Architectural Engineer
B	Readiness & Emergency Management Engineer
C	Civil Engineer
E	Electrical Engineer
F	Mechanical Engineer

<i>Suffix</i>	<i>Portion of AFS to Which Related</i>
G	General Engineer
H	Explosive Ordnance Disposal Engineer
I	Industrial Engineer
J	Environmental Engineer