



# NEW JERSEY NATIONAL GUARD

## ACTIVE GUARD RESERVE (AGR)



<b>POSITION TITLE:</b>	<b>AFSC</b>	<b>OPEN DATE:</b>	<b>CLOSE DATE:</b>
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<b>UNIT OF ACTIVITY/DUTY LOCATION:</b>	<b>GRADE REQUIREMENT:</b> Min:                      Max:
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<b>SELECTING SUPERVISOR:</b>		
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### AREAS OF CONSIDERATION

### MAJOR DUTIES

### INITIAL ELIGIBILITY CRITERIA

### ACTIVE GUARD AND RESERVE REQUIREMENT

**TECHNICIANS ENTERING AGR TOUR AND BONUS/INCENTIVES RECIPIENTS**

**SPECIAL ANNOUNCEMENT CRITERIA**

**APPLICATION PROCEDURES**

**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 HRO 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.

**CEM Code 3E000****AFSC 3E691, Superintendent****AFSC 3E671, Craftsman****AFSC 3E651, Journeyman****AFSC 3E631, Apprentice****AFSC 3E611, Helper****OPERATIONS MANAGEMENT****(Changed 08 Feb 23)**

**1. Specialty Summary.** Responsible for activating and managing Civil Engineer (CE) command and control centers during peacetime, wartime, and contingency operations. Processes and controls work requirements and manages CE Material Acquisitions in contingency, wartime, and peacetime situations for work performed by CE work forces. Maintains accountability of resources, such as equipment, personnel, Class IV materials and facilities. Related DOD Occupational Subgroup: 171000.

**2. Duties and Responsibilities:**

2.1. Establishes and manages the operation of the command and control centers and customer focal point. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed.

2.2. Ensures identification of environmental concerns. Develops and administers facility manager program. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications. Evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies.

2.3. Performs Quality Assessment Evaluation and develops Statement of Work on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts. Manages and advises on issues related to the operation career field. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards, and policies.

2.4. Manages Civil Engineer Material Acquisition processes and systems. Performs Civil Engineer Class IV construction material, storage management, receiving, processing, and requisitioning.

**3. Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems, and equipment; supply procedures, directives, and policies; information management systems use; and work force management requirements, interpretation, and application of technical guidance, directives, operational plans, and command policies.

3.2. Education. For entry into this specialty, completion of high school with courses in mathematics, and English composition is mandatory. Accounting, typing, and computer operations are desirable. 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.

**3.3. Training.**

3.3.1. For award of AFSC 3E631, completion of the basic operations course and CE 3-Level Common Core distance learning course is mandatory.

3.3.2. For award of AFSC 3E671, completion of the CE 7-Level Common Core distance learning course is mandatory.

3.3.3. Completion of the AFIT 570 MGT Superintendent Course for SMSgt's is desirable.

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

3.4.1. 3E651. Qualification in and possession of AFSC 3E631.

3.4.2. 3E671. Qualification in and possession of AFSC 3E651.

3.4.3. 3E691. Qualification in and possession of AFSC 3E671.

**3.5. Other.** The following are mandatory as indicated:

3.5.1. For entry into this specialty:

3.5.1.1. Ability to speak clearly, concisely, and distinctly.

3.5.1.2. See attachment 4 for additional entry requirements.

3.5.2. 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*.