

**WISCONSIN AIR NATIONAL GUARD  
ACTIVE GUARD RESERVE (AGR) VACANCY ANNOUNCEMENT**

**ANNOUNCEMENT NUMBER: 24-030 ANG**

**OPENING DATE:** 21 December 2023    **APPLICATIONS WILL BE ACCEPTED UNTIL:** 11:59PM ON 22 January 2024

**POSITION TITLE:** Production Controller    **AFSC REQUIREMENTS:** 3E6X1    **SKILL LEVEL REQUIRED:** 3  
(Trainees Accepted)

**MINIMUM RANK:** E4    **MAXIMUM RANK:** E6

**UNIT/LOCATION:** CRTC, Volk Field/Camp Douglas, WI

**AREA OF CONSIDERATION:** Open to anyone eligible to join the WI ANG AGR program

**APPOINTMENT FACTORS**

1. Initial tours will be 1-3 years. Follow-on tour lengths may be from 1 to 6 years per ANGI 36-101.
2. Non AGR Person receiving a federal military retirement or retainer pay are not eligible.
3. Must meet the physical requirements of DAFMAN 36-2905, prior to being placed on AGR tour.
4. Members who are not suitable for Career AGR may be considered for an Occasional Tour.
5. Military grade will not exceed the maximum authorized grade on the unit manning document.
6. Must meet all AGR requirements of ANGI 36-101 and AFSC requirements of AFECDD/AFOCD.
7. 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 contained in Attachment 3 of ANGI36-101 and obtain TAG waiver approval prior to starting AGR tour.
8. IAW ANGI 36-101, 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 when in the best interest of the unit, State, or Air National Guard.
9. Hiring of an E-8/9 or O4+ is contingent on controlled grade availability.
10. 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.
11. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECDD.
  - A. Must be able to lift more than 60 LBS
  - B. ASVAB requirements: G ≥ 44
  - C. PULHES: 333223

**BRIEF DESCRIPTION OF DUTIES:**

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

## **SPECIALTY QUALIFICATIONS:**

**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.

**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.

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

**Other.** The following are mandatory as indicated: For entry into this specialty: Ability to speak clearly, concisely, and distinctly. 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.

## **APPLICATION REQUIREMENTS:**

Interested applicants must submit the following documentation to be considered for interview. Any missing items are encouraged to be documented with an explanation in the cover letter included in the application.

### **APPLICATIONS WILL INCLUDE (All documents must be personally identifiable and must include date if required)**

- ☐ Cover letter with Job Announcement Number and Position Title for which you are applying, current Military Status (AGR, Technician, Traditional, Active Duty), along with contact information (i.e. Phone numbers and an e-mail address).
- ☐ **NGB Form 34-1** (Application for AGR Position) dated 20131111 (**must be signed and dated**). Manually signed copy accepted. Digital signature may fall off when combining PDF files. Double check prior to sending packet.
- ☐ **Record Review RIP** (**NOT point credit summary or Career Data Brief**) complete and current. Other Service Components submit appropriate individual personnel information printout. This is used to verify AFSCs, aptitude scores, position status, time in service, time in grade, etc. This can be pulled from vMPF.
- ☐ **Current Fitness Report**. Current (within 12 months) Fitness report from myFitness in pdf format
- ☐ **AF Form 422** Current (within 12 months), Physical Profile Serial Report. Other Service Components submit medical documentation that includes PULHES score. If any PULHES are a "3", a statement indicating that individual is Worldwide Deployable needs to be submitted.
- ☐ **SF 181-** (Race and Ethnicity Identification). Form is required for packet. However, completion is voluntary. Please see further instructions on the form.
- ☐ All Other Service Component applicants must have their **ASVAB** raw scores converted to Air Force ASVAB scores and include them in a letter from either a Recruiter or MEPS Counselor.

### **NOTE:**

1. Failure to provide all the required documents will result in being disqualified.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in being disqualified. Please ensure 34-1 reflects Tour Announcement number and current telephone number.
3. If selected for the job, member must have a current passing fitness and an AGR qualified AF Form 422 Signed by the State Air Surgeon prior to being placed on AGR tour.

## **APPLICATION PROCEDURES**

Interested applicants who meet the eligibility criteria may apply by emailing all required documents, as one (1) pdf to TSgt Lachance at [michelle.lachance@us.af.mil](mailto:michelle.lachance@us.af.mil) and TSgt Donais at [jennifer.donais@us.af.mil](mailto:jennifer.donais@us.af.mil). Portfolio formats are accepted. The file and email subject line should read as: LastName, FirstName \_#\_ JobTitle (i.e. Doe, John\_22-001\_Personnel) An email will be sent to confirm receipt of application. Feel free to call Comm (608) 242-3761 or (608) 242-3135 to verify receipt of your application. Applications will not be reviewed before the closing date.

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