

**OFFICE OF THE ADJUTANT GENERAL
HUMAN RESOURCES OFFICE
CAMP ROBINSON
NORTH LITTLE ROCK, AR 72199-9600
TELEPHONE: (501) 212-4208/4215; DSN 962-4208/4215
<http://www.arguard.org/HumanResources/HROMain.htm>**

AGR EMPLOYMENT OPPORTUNITY ANNOUNCEMENT NUMBER: 04-380A

OPENING DATE: 13 September 2004

CLOSING DATE: 10 October 2004

MILITARY GRADE REQUIREMENTS: Officer Not to Exceed: Major/O-4

LOCATION: 188th Fighter Wing, Fort Smith, AR

NOMINATING OFFICIAL: Lt Col Robert E. Dolanski, Support Officer

POSITION TITLE: Civil Engineer

Individual selected will be ordered to full time duty (state) in Active Guard/Reserve status under Title 32 USC 502(f). Benefits will be commensurate with grade/rank and years of service.

AREA OF CONSIDERATION:

Onboard:

Onboard AGR members of the 188th Fighter Wing.

(This announcement runs concurrently with a Technician announcement for the same position.)

QUALIFICATION REQUIREMENTS: Must possess or meet requirements for entry into AFSC 32EX.

PLACEMENT FACTORS: Selectee will be subject to uncommon tours of duty, rotational shift assignments and overtime duty. May be required to fly in military or commercial aircraft for TDY purposes. Selectee will participate in unit of assignment during UTAs and Annual Training periods including deployments, special projects and exercises. Upon assignment, must be a member of the 188th FW, and assigned to a compatible military position in AFSC 32EX.

SUMMARY OF DUTIES: The incumbent manages the base comprehensive planning process which involves, through coordination with base and tenant units, the identification and development of short and long range programs for maintenance, repair and construction of facilities, and systems for base military organizations, which includes administrative and special purpose buildings, utility systems, and airfield facilities/systems. Maintains, updates and submits base master plan on functional and architectural compatibility of proposed changes within the parameters identified by the base comprehensive (master) plan. Meets with base organizations to identify priorities from their proposed projects. Develops budgets, project books, project forms, and other programming documents for base operations, maintenance, repair and construction programs. Performs or oversees the performance of site surveys and investigations to determine feasibility of proposed projects, topography, and essential site configurations;

or (for additions and renovations) conditions of structure and essential data prior to initiating designs. Identifies most economical and efficient procedures for design of base construction projects. Prepares documents and establishes schedules for advertising construction contracts. Prepares documents and establishes schedules for advertising construction contracts. Monitors construction of local, RPM, and MCP construction projects and assures that the inspector accomplishes required tasks to ensure work meets contract requirements. Prepares detailed fee estimates on architect/engineer contracts for design services and all pertinent correspondence, plans, reports and contract criteria necessary for contract submission. Provides technical engineering advice to the operations section of civil engineering and other base functions responsible for resource protection, occupational health, communications, ground safety, and disaster preparedness. Maintains complete records of design and construction project status on data processing (PC) equipment. Monitors the accomplishment of the yearly Prime BEEF training plan, and with the readiness manager, develops a cohesive program to accomplish training with maximum participation. Performs other duties as assigned.

APPLICATION INSTRUCTIONS FOR ANG ACTIVE GUARD/RESERVE POSITIONS:

Individuals who meet the basic qualification requirements may apply by submitting NGB Form 34-1, Application for Active Guard/Reserve (AGR) Positions, with attachments listed below. Submit applications to: Human Resources Office, Box 946, Camp Robinson, North Little Rock, AR 72199-9600, or to: 188th FW/DPM, 4850 Leigh Ave., Fort Smith, AR 72903-6096, so that it will arrive on or before the closing date of the announcement. **Application must be signed in original ink. FAXED, INCOMPLETE, AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.** Substantial changes in duties and responsibilities during a job should be fully explained so that appropriate credit may be given. Required attachments to NGB Form 34-1 for this announcement are as follows:

Current AF Form 422 – Physical Profile Serial Report
Current height and weight statement
RIP – Report on Individual Personnel
SF 181 - Race and National Origin Identification

THE ARKANSAS NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER, AND AS SUCH ALL APPLICATIONS FOR THIS POSITION WILL RECEIVE CONSIDERATION WITHOUT DISCRIMINATION FOR ANY NON-MERIT FACTOR SUCH AS RACE, RELIGION, SEX, NATIONAL ORIGIN, POLITICS, MARITAL STATUS, AGE, OR MEMBERSHIP IN AN EMPLOYEE ORGANIZATION.

//SIGNED//

GERALD L. ROBINSON

Capt, AR ANG

**Supervisor Human Resources Specialist
(Classification)**