

MDANG ONLY

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (667) 296-3498

POSITION VACANCY ANNOUNCEMENT 25-011a

Open Date: 20 November 2024 Close Date: 05 December 2024

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: PROGRAM ANALYST

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: SMSgt/E8

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: SMSgt/E8

ORGANIZATION/LOCATION: 235TH CIVIL ENGINEER FLIGHT, MDANG, 2701 Eastern Boulevard, Middle River, Maryland 21220-2801

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee

WHO MAY APPLY: OPEN TO ON BOARD AGR MEMBERS OF THE MARYLAND AIR NATIONAL GUARD ONLY

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Perform drafting duties. Interpret rough engineering sketches to produce working drawings using CAD/BIM techniques. Produce architectural, structural, civil, mechanical, and electrical drawings. Update Base Comprehensive Plans (BCP) and maintain record drawings. Plot and reproduce drawings. Perform surveying duties. Conduct reconnaissance, site location, construction, and mapping surveys. Utilize auto-levels, electronic total stations, resource and survey grade GPS equipment and related instruments to complete surveys. Collect, convert, and present field survey data for civil engineering projects. Perform GIS duties. Produce installation maps using a GIS interface. Create and maintain spatial, tabular and metadata to national standards. Combine disparate datasets from various organizations, with various projections and precisions. Query and analyze geospatial data for end-user applications. Perform contract management duties. Manage and inspect construction and maintenance contracts. Interpret plans, specifications, and other contract documents. Coordinate, evaluate, monitor, and document contract activities and progress. Prepare recommendations for contract modifications. Review material submittals and evaluate procedures for compliance with contract specifications. Conduct prefinal, acceptance, and post acceptance inspections. Develop preliminary engineering designs. Prepare cost estimates, performance work statements and specifications for existing and proposed facilities. Perform/understand simple load calculations for horizontal and vertical construction. Act as liaison between design, review, construction and using agencies. Perform standardized and expedient tests on soils, asphalt, and concrete. Collect, record, and interpret test data. Prepare reports for engineering evaluation. Support contingency operations. Develop plans to bed-down personnel, aircraft, and associated support functions during contingency operations. Evaluate existing airfield pavements, lighting, navigational aids, markings, and arresting systems. Perform recovery operations to include explosive ordinance reconnaissance, airfield damage assessment, minimum operating strip selection, repair calculations, and airfield marking procedures.

AFSC

AFSC: 3E591 Knowledge. Knowledge of computer operations; and mathematics, including algebra, geometry, and trigonometry is recommended but NOT required.

Education. For entry into this specialty, completion of high school or general educational development equivalency is mandatory. Courses in algebra, geometry, trigonometry, and computer operations is recommended. Completion of high school courses in drafting and software applications is 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.

Training. The following training is mandatory for award of the AFSC indicated:3.3.1. 3E531. Completion of the Engineering Apprentice course. 3E571. Completion of the Engineering Craftsman course.

Experience. The following experience is mandatory for award of the AFSC indicated:3.4.1. 3E551. Qualification in and possession of AFSC 3E531. Also, experience in CAD, GIS, and surveying. 3E571. Qualification in and possession of AFSC 3E551. Also, experience in supervising CAD, BIM, GIS, surveying, material testing, and contract inspection. 3E591. Qualification in and possession of AFSC 3E571. Also, experience in directing functions such as CAD, BIM, GIS,surveying, materials testing, drafting, and contract management.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 4 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. **Must currently have or be able to obtain a T/S Clearance**
7. **MUST HAVE OR BE ABLE TO TRAIN TO 3E5X1**
8. **SMSGT (upon availability of control grade)**

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- NGB Form **34-1 Application for Active Guard Reserve (AGR) Position, DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- AGR Profile Verification Statement (**fourth page of this announcement**).
- Most Recent Air Force Fitness Management System (AFFMSII)
- Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- All DD214s or NGB 22
- Completed Questionnaire (**below**)

For Positions Advertised to “Current On-Board AGR Applicants Only”:

- Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

Questionnaire:

Y/N

- Are you currently a Maryland Air National Guard Member? _____
- Are you currently AGR? If so, what State? _____
- Are you currently a Technician? If so, what State? _____
- Are you currently deployed? If so, what location? _____
- Are you currently on ADOS? If so, with who? & what is the ending date? _____
- Are you currently in a “fenced” position? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): _____, _____

FORDWARD APPLICATIONS AND ATTACHEMENTS VIA EMAIL TO: 175.WG.HRO.AGR.PROGRAM.Org@us.af.mil
SUBMIT ONE PDF DOCUMENT ENTITLED: 25-011a (LAST NAME) – PROGRAM ANALYST

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY! NO EXCEPTIONS.
Applications must be received in the HRO office, not later than close of business on the closing date.
Applications received after the closing date WILL NOT BE CONSIDERED.

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION