

**ENLISTED VACANCY ANNOUNCEMENT
FOR ASSIGNMENT AT THE 147th RECONNAISSANCE WING
TEXAS AIR NATIONAL GUARD**

AMENDED ITEM IN RED

POSITION: Civil Engineer (CE) Chief Enlisted Manager **ANNOUNCEMENT No.:** 147-11-47

LOCATION: 147th Reconnaissance Wing **OPENING DATE:** 16 Jun 2011
Ellington Joint Reserve Base
Houston, Texas 77034

GRADE: Immediately Promotable SMSgt/E-8 to CMSgt/E-9 **CLOSING DATE:** Until filled

***** SEE REVERSE FOR SUMMARY OF MINIMUM POSITION *** QUALIFICATIONS**

HOW TO APPLY:

1. Submit a letter of introduction,
2. Completed AF Form 1288 (Application for Reserve Assignment),
3. Military Record of Individual Personnel (RIP) (MILPDS generated)
4. Military biography,
5. Personal letter of intent outlining career goals and objectives,
6. Current passing ANG Fitness Assessment
7. Adverse action statement
8. Letters of recommendation may be included.

The AF FORM 1288 can be obtained from your unit orderly room, the Air Force Publishing website or your servicing Mission Support Flight.

Note: Applicants must have one of the following AFSCs: 3E000, 3E07X, 3E17X, 3E27X, 3E37X, 3E47X, 3E57X, or 3E67X, or corresponding 9 skill level.

PERSONAL INTERVIEWS: Applicants must be available for an interview. Applications will be reviewed and qualified applicants will be notified to meet the selection board. Applicants will be notified by phone or mail of interview time and place. Payment for travel **IS NOT AUTHORIZED**

NOTE: The Adjutant General will not look favorably upon personnel who apply and are selected for a position in one geographical area and subsequently request to be transferred to another area because of the commuting distance involved. All applicants will receive consideration for this position without regard to race, religion, color, national origin, sex, and other non-merit factors.

This is a military job (Traditional Guardsman) announcement only. There is no current Fill-time or AGR advertisement published for this position as of this date

POSITION QUALIFICATIONS

1. Special Duty Summary. Principal advisor to the commander on all issues related to the enlisted force; and exercises general supervision over assigned enlisted personnel. Related DoD Occupational Subgroup: 152100.

2. Duties and Responsibilities.

1. Civil Engineer Chief Enlisted Manager (AFSC: 3E000) possesses extensive experience and training in Air Force Civil Engineering Career Field, have demonstrated managerial ability to plan, direct, coordinate, implement, and control a wide range of work activity, and general managerial duties and responsibilities including, but not limited to:

- 1.1. Manages and directs personnel resource activities; interprets and enforces policy and applicable directives.
- 1.2. Establishes control procedures to meet work goals and standards.
- 1.3. Recommends or initiates actions to improve functional operation efficiency.
- 1.4. Plans and programs work commitments and schedules.
- 1.5. Develops plans regarding facilities, supplies, and equipment procurement and maintenance.
- 1.6. Manages, leads, and mentors enlisted shop supervisors and Airmen
- 1.7. Ensures accomplishment of assigned CE missions.
- 1.8. Advises Commander, First Sergeant, Flight Commanders and Unit Training Manager on all facets of CE mission accomplishment, personnel status and professional development, organizational climate and morale, unit force management, training and equipping.

2. The Civil Engineering Career Field encompasses:

- 2.1. Mechanical and electrical activities to install, operate, maintain, and repair base direct support systems and equipment; electrical facilities; electrical power generation and distribution; and heating, ventilation, air conditioning and refrigeration systems and equipment, and their controls.
- 2.2. Structural and pavement activities, including construction and maintenance of structural facilities and pavement areas; maintaining pavements, railroads, and soil bases; performing erosion control; operating heavy equipment; structural and metal fabricating, construction, and maintenance; engineering specialists; and operations functions.
- 2.3. Utilities systems functions such as operation, maintenance, repair, and construction of plumbing, water, and wastewater systems and their components; fuel system maintenance; and pest management.
- 2.4. Fire protection, including preventing, controlling, and extinguishing all types of fire occurring on the ground, and performing related rescue, first aid, and property preservation; potential of fires involving facilities, operational processes, wildlands, aerospace vehicles, weapons, and hazardous or other materials; operation and operator maintenance of all types of crash fire rescue and support vehicles; tools and equipment; and services in support of base emergency disaster operations.
- 2.5. Explosive ordnance disposal (EOD) activities, including detecting, identifying, rendering safe, recovering, and destroying United States and foreign explosive, incendiary, and nuclear ordnance; supervising EOD functions and resolving technical problems of EOD and the procedures of neutralizing and disposing of improvised explosive devices; and performing as specialized members of the disaster response force.
- 2.6. Readiness activities, including personnel training to accomplish the primary mission under the handicaps imposed by enemy attack and by acts of man and nature; training in detecting, measuring, and decontaminating nuclear, biological, and chemical contaminants; providing and using proper protective equipment; and day-to-day operations requiring establishing, training, and equipping a disaster response force to handle all types of

peacetime accidents and requests for assistance from the civilian community.

2.7. The Civil Engineering Career Field is a contingency related career field. Personnel serving in this career field may participate in recovery operation as a result of natural and manmade disasters, or be subject to deployment and employment in hostile environments created by terrorism, sabotage, or chemical, biological, or conventional warfare. Individuals should have knowledge of contingency skills such as first aid procedures, field sanitation and hygiene, work party security, repair and construction.

All questions regarding this announcement should be directed to Lt. Col. John Farraro at commercial (281) 929-2368 or DSN 454-2368.

SUBMIT APPLICATIONS TO: 147 RW/FSDP
SSgt Frank Bufford
14657 Sneider St.
Houston TX, 77034-5886