



OKLAHOMA AIR NATIONAL GUARD  
ACTIVE GUARD RESERVE (AGR)  
TOUR VACANCY ANNOUNCEMENT # 29-26

**DEPUTY CIVIL ENGINEER**

<b>OPEN DATE: 20 JAN 26</b>	<b>CLOSING DATE: 19 FEB 26</b>
<b>UNIT/DUTY LOCATION: 138 FW TULSA OK</b>	<b>COMPATIBLE AFSC: ANY</b>
<b>MINIMUM GRADE: O-2</b>	<b>MAX GRADE: O-4</b>
<b>OPEN TO MEMBERS NATIONWIDE</b>	<b>RETRAINING AVAILABLE: YES</b>
<b>AFOQT REQUIREMENT: V15 Q10</b>	<b>PULHES:111111</b>

**BRIEF DESCRIPTION OF DUTIES:** The purpose of this position is to serve as the Deputy Base Civil Engineer, as such, plan, direct, supervise and develop all architect/engineering and personnel management activities in the broad areas outlined below regardless of source of funds or methods of accomplishment. Manages all Air Force real property, utilities, and custodial, sanitation, and entomological services. Provides for and manages the maintenance and repair of plant facilities and equipment; fire protection and inspection; recovery from damage to facilities from any cause including decontamination from a chemical, biological, and nuclear incident or direct terrorist and conventional attacks; natural disaster preparedness actions: reporting through the Air Force Operational Reporting System installation damage, and the assistance and funding required to recover the ANG Base. An additional purpose of the position is to provide supervision and management of engineering, services, disaster preparedness and readiness (weapons of mass destruction, chemical, biological and nuclear defense), crash-fire-rescue (CFR) for the ANG installation including tenant organizations. Supervises, through subordinate supervisors, a work force of professional engineers, architects and highly skilled supervisory and non-supervisory personnel having divergent occupational specialties and representing a wide range of grades.

**MAJOR DUTIES INCLUDE, BUT ARE NOT LIMITED TO:**

- Plans and organizes facility planning and public works architect and engineering activities and ANG Base-wide responses to natural disasters, terrorist attacks and fire response services in accordance with USAF directed concept of operations.
- Reviews mission change documents, program guides, regulations and directives, and determines engineering requirements for the construction, alteration, modification, repair and maintenance of all buildings, hangars, shops, ramp areas, roads and grounds, etc. -Serves as advisor to the Commander, and a variety of inter-governmental regulatory agencies on all activities within the scope of the assigned functions. Provides professional advice pertaining to the accomplishment of engineering work in all disciplines as related to engineering projects pertaining to repair, rehabilitation, replacement and/or construction projects.
- Plans, organizes, and directs the development and implementation of policies and procedures to secure maximum efficiency and economy in total operations, sound organizational structure, and maximum utilization of skills within legal, regulatory and professional engineering requirements established by ANG Base regulations, building, life safety and environmental codes, higher echelon, and funds limitations.
- Assigns and explains work requirements for new or changed programs, and resolves technical, administrative and management problems submitted by subordinates. Selects or assists in selection of key civilian and military supervisory personnel and initiates other personnel actions such as step increases, promotions, etc.

**LENGTH OF TOUR:** Initial tours will not exceed 3 years and constitute the Probationary Period. Follow-on tour will not exceed six years and will not be extended beyond an enlisted Airman's Expiration Term of Service (ETS) or an Officer's Mandatory Separation date (MSD).

**BASIC QUALIFICATIONS REQUIRED:** In accordance with ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, Para 12.2. Eligibility for AGR Tours: Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in DAFI 48-123, Medical Examination and Standards. They must also be current in all Individual Medical Readiness (IMR) requirements to include immunizations. RCPHA/PHA and dental must be conducted not more than 12 months prior to entry on AGR duty and an HIV test must be completed not more than six months prior to the start date of the AGR tour. Individuals transferring from Title 10 (Regular Air Force or Reserve Component Title 10 Statutory Tour) are not required to have a new physical unless the previous physical is over 12 months old at time of entry into AGR status. IAW DAFI 48-123 para11.10.2.1 applicants with a concurrent AGR assignment must have a current PHA on file. AGRs must have a current favorable adjudicated personnel security investigation that is commensurate with their currently assigned AFSC. Airmen must meet the minimum requirements for each fitness component in addition to scoring an overall composite of 75 or higher for entry into the

AGR program. Individuals on a DD Form 469, Duty Limiting Condition Report at the time of AGR physical package evaluation will not be deemed medically qualified. Individuals may apply for AGR tours as long as they meet the aforementioned requirement and subsequently are medically cleared off any DLC/medical profile prior to starting a new AGR tour. An initial AGR order will not be published prior to ensuring the selected applicant is off any duty limitations before starting their AGR tour. Application packets will be qualified based upon requirements listed in ANGI 36-101, *Air National Guard Active Guard Reserve (AGR) Program*, The Air Force Enlisted/Officer Classification Directory and eligibility requirements listed on this announcement. **Members will process through the AGR Continuation Board when serving on an initial AGR tour.**

**PAY & ALLOWANCES/MAJOR BENEFITS:** AGR personnel receive Base Pay, Basic Allowance for Subsistence, Basic Allowance for Housing; Full medical care in military treatment facilities for AGR member and partial medical care and TRICARE benefits for dependents of AGR member. All AGR personnel are required to participate in electronic funds transfer (EFT) for all payments as a condition of employment per PL 104-134, 26 July 1996, The Debt Collection Improvement Act of 1996.

**ADDITIONAL INFORMATION:** **When max grade is listed as: E-8, E-9, O-4 – O-6, grade availability is dependent upon state control grade availability.** Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Persons eligible for or receiving a federal retirement annuity are not eligible to apply. Restoration rights for Federal employees accepting AGR tours will be in accordance with Chapter 353, Federal Personnel Manual. AGR personnel are subject to the Oklahoma Code of Military Justice (OCMJ). AGR personnel are protected by Title VI, Civil Rights Act of 1964.

**APPLICATION INSTRUCTIONS:** Applications must be sent electronically by email to: [stephanie.olejownik@us.af.mil](mailto:stephanie.olejownik@us.af.mil). **Failure to submit all required documents as outlined below will result in your application not being considered for employment.** IAW ANGI 36-101, all applicants must submit:

1. NGB Form 34-1, *Application for Active Guard Reserve (AGR) Position*.
2. Current Virtual MPF RIP (within 30days).
3. Most recent *Fitness History Report* from myFitness.
4. AF FORM 422 Must be obtained and verified within 6 months from your Medical Group.
5. Resume Detailing Experience (Optional).

Please upload all documents, in the order as listed above, as one (1) pdf. Portfolio formats are accepted. The file and email subject line should read as: AGR Application: LastName, FirstName, VA#, JobTitle  
**EXAMPLE: AGR Application Doe, John, 01-25, Crew Chief**

**How to combine/merge a PDF:**

1. Click Tools
2. Click Combine Files
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
5. Add more files, rotate, or delete files, if needed.
6. Click 'Merge PDF!' to combine and download your PDF

**How create a portfolio:**

1. Click Tools
2. Click Create PDF
3. Click Multiple Files
4. Click Create PDF Portfolio and Next
3. Drag and drop your PDFs into the PDF combiner.
4. Rearrange individual pages or entire files in the desired order.
6. Click 'Create!' to combine and download your PDF

If you have any questions, please contact SMSgt Stephanie Olejownik at 572-247-5255.