

ARMY and/or AIR National Guard AGR VACANCY ANNOUNCEMENT

Office of The Adjutant General  
12953 Minuteman Drive  
Draper, Utah 84020-9286

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ANNOUNCEMENT NUMBER: 24-054

OPEN DATE: 10 Jul 24

CLOSING DATE: 25 Jul 24  
TIME: 2359 ET

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
State Construction and Facilities Management Officer, PARA 999E LINE 99, O5, Imm

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APPOINTMENT FACTORS:	OFFICER(X)	WARRANT OFFICER()	ENLISTED()
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LOCATION OF POSITION: JFHQ, 12953 SOUTH MINUTEMAN DRIVE DRAPER, UT

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WHO MAY APPLY: Must be or be able to become a member of the UT National Guard within the grade(s) of O4 and O5.

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**AREA OF CONSIDERATION:** This position is open to the grades of: O4 to O5. Individual selected will be ordered to active duty in an Active Guard/Reserve (AGR) status under the provisions of Section 502f Title 32 U.S. Code and will receive an initial 36 month probationary AGR Order. Retention as an AGR will be determined by duty performance and the needs of the Utah Army or Air National Guard. An over-grade applicant (Enlisted Only) must indicate in writing a willingness to be administratively reduced in grade when assigned to the position. Exceptions must be approved in writing by HRO-A and require a local lodging/residence plan. The basic job qualifications are listed on the attached Position Description; Must meet height and weight standards of AR 600-9. Must have or be able to get a security clearance. **Officers:** Must possess AOC commensurate with AGR duty position. **Warrant Officers:** Must possess MOS commensurate with AGR duty position. **Enlisted:** Applicants will have 12 months to become MOS qualified.

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**INSTRUCTIONS FOR APPLYING: IMPORTANT! PLEASE READ:** you, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. Incomplete applications with missing documents, or those not meeting the minimum appointment requirements will be considered "Not Qualified" because of lack of information. The HRO is not responsible to inform you if your packet is incomplete. Applications and associated documents will not be returned nor considered for future vacancy announcements. Do not submit original documents. The documents listed below are required to make a complete packet and **WILL** be submitted "AS A MINIMUM" to HRO. If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation to certify the soldier as eligible. **Failure to do so WILL result in a finding of "Not Qualified" and will cause the applicant to lose consideration for this position. DO NOT INCLUDE LETTERS OF RECOMMENDATION, BINDERS or COVER LETTERS.**

1. NGB form 34-1 (dated 20131111).
2. Current IMR (Individual Medical Readiness) from AKO or MEDPROS with a copy of any permanent profile, if applicable.
3. Soldier Record Brief (SRB, aka: ERB/ORB)
4. Statement of all active service performed. DD Form 214 or DD Form 1506 or Current RPAS statement
5. Passing ACFT 705 within six months of packet submission.
6. Height and Weight within 6 months of packet submission. (DTMS screenshot, annotated on 705, etc)
7. Last three OERs.
8. Letter to the board addressing any missing documentation (i.e., PHA is out of date)
9. If currently, or have ever been, AGR provide a copy of most recent orders
10. If previously involuntarily separated from the AGR program please provide a letter to the board explaining the circumstances or a approved waiver in accordance with AR 135-18

APPLICATIONS ARE PREFERRED TO BE SUBMITTED THROUGH FTSMCS at <https://ftsmcs.ngb.army.mil/> but CAN ALSO BE SUBMITTED: *In person* to the HRO-A Office in Draper

or  
Email at: [ng.ut.utarng.list.hro-agr-milpers@army.mil](mailto:ng.ut.utarng.list.hro-agr-milpers@army.mil)

or  
Via Mail to: UTAH NATIONAL GUARD: ATTN: HRO-A, 12953 Minuteman Drive, DRAPER, UTAH 84020-1776

**\*\*APPLICATIONS SUBMITTED IN POSTAGE PAID FEDERAL ENVELOPES ARE IN VIOLATION OF 18 USC SECTION 1719 AND WILL NOT BE CONSIDERED.\*\***

HRO webpage: <https://gko.portal.ng.mil/states/UT/staff/HRO/Pages/default.aspx>

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**POSITION COMPATIBILITY REQUIREMENTS:**

**The individual(s) must qualify for and be placed in the following compatible MOS/AOC: Imm**

**Sustainment:** For the purpose of sustainment requirements, Soldiers who are selected into the AGR Program in a position commensurate with their current grade will be removed from the promotion list upon the effective date of hire for a period of 18 months. A memorandum of understanding will be required by the selected Soldier prior to orders being published by this headquarters.

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## MINIMUM APPOINTMENT REQUIREMENTS:

1. Soldiers must meet initial entry criteria for the title 32 AGR program as listed in AR 135-18, table 2-1. Soldiers may be disqualified for any criteria as listed in Table 2-2 and 2-3
2. Must be a current member in good standing (no flagging actions) of a Utah Army National Guard unit
3. Must be able to possess a SECRET clearance
4. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
5. Physical Health Assessment (PHA) date must be within 15 months in MEDPROS prior to the closing date of this advertisement
6. Must meet the Army body fat standards IAW AR 600-9.
7. Must possess state driver's license and be able to be qualified to operate military vehicles which are organic to the unit.
8. Must have a passing ACFT within six months of packet submission date.

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## BRIEF JOB DESCRIPTION:

**\*\*This bid is running concurrently with Tech bids UT-24-208-AR-12475243 and UT-24-209-AR-12475478 and may be filled by an AGR, T32 Tech or T5 Tech.\*\***

### INTRODUCTION:

Manages the day-to-day base support and long-term construction/maintenance requirements for the Army National Guard of the State. Acquires, engineers, constructs, maintains, modifies, repairs, leases, and disposes of real property including land, readiness centers, training centers, surface and air maintenance facilities and other logistics structures, to include associated roads, parking lots, and utility systems, including those involving agreements with other components and services. An associated mission involves responsibility for an active environmental compliance and cultural resources management program. The incumbent is the key management official directly responsible for development, implementation, management, and direction of the statewide ARNG Real Property, Construction, Facilities Management, and Environmental programs through a full-time, part-time, and volunteer work force. These complex multi-million-dollar programs support, serve, and/or otherwise impact the entire Military Department of the State. Participates fully with the J4 and Chief of Joint Staff to formulate goals, policies, and objectives for the state. Monitors the implementation of an internal control system to affect a sound system of accountability. Presents, to the J4 and Chief of Joint Staff, recommendations for new organizational structures and management methods. Presents to The Adjutant General recommendations and priorities for Military Construction(MILCON) and other capital investment projects.

### MAJOR DUTIES:

1. Serves as principal advisor to the Adjutant General, Chief of Joint Staff, and the J4 on all aspects of State ARNG construction, facilities management, environmental, and other associated programs. Utilizes knowledge of management and organizational principles and practices in managing/directing program planning, development, administration, coordination, execution, and quality control of the programs, including policy development, project management, total requirements budgeting, contracting, and financial/cost accounting. Appraises the utilization of resources, including manpower and funding, in accomplishing state/installation objectives and goals while complying with applicable laws and regulations. Maintains contacts with other agencies (EPA, OSHA, Army Corps of Engineers, and business entities), with US Senators and their staff, with US Congressional representatives and their staff, with the Governor and their staff, with program officials and corporate officers, as well as all types of personnel with NGB, Department of Army and Department of Defense, including high-ranking officials. These contacts are maintained to influence managers and officials to accept technical facility findings to improve operating aspects and organization. (25%)
  - a. Establishes local program policies/procedures; establishes/monitors internal program controls; and ensures uniform application/compliance with federal, state, and local law, ARNG policies, procedures and guidelines, and professional engineering and construction codes/practices. Guides are often inadequate in dealing with problems, requiring significant interpretation and seasoned judgment in modifying and extending guides, techniques, and precedents; in devising terms and conditions of acquisitions and projects; or balancing the application of the guidelines in relation to program or technical needs, business considerations, and the current economic climate.
  - b. Develops long and short range plans, including the ARNG facilities  
Long Range 25 year Master Plans and multi-million dollar Long Range Construction Plan (LRCP), considering operational trends, forecasting requirements, and source/proportional allocation of funds, manpower, equipment, and materiel. Facilities managed cost hundreds of millions of dollars to construct. Coordinates plans to ensure the availability of facilities/funds to maintain ARNG readiness/mobility and to meet other required military and civilian user needs.
  - c. Makes decisions/commitments related to technical, administrative, and program management issues, such as, contracting out or performing work in-house; prioritizing new construction and/or maintenance projects; certifying the technical acceptance of completed work; referring real estate acquisition/disposal proposals or needs; and others related to environmental issues and personnel actions.
  - d. Develops/maintains effective staff working relationships with other activities, such as USPFO, Logistics, Transportation, Communications, Safety, Training, and Personnel. Provides advice, guidance, and program information to concerned staff and officials from within the NGB, ARNG, and other services; and maintains liaison with the Army Corps of Engineers, OSHA, EPA and other federal and state environmental agencies, and public officials. Works to develop and maintain effective media and community relationships.
2. Directs program/project activities through a subordinate supervisory staff and a work force consisting of federal, state, and other full and part time employees, including a multitude of technical experts such as professional architects, engineers, engineering technicians, environmentalists, skilled craftspeople in highly diversified occupations, and persons in administrative specialties such as budgeting, contracting, data processing, real estate, and personnel. Creditable base level of work directed is GS-11 (25% or more of the non-supervisory work of the units managed is at or above this level and work is managed through subordinate supervisors who each direct a substantial workload at the GS-11 level). Personally, or as recommended, selects, assigns, sets performance standards, approves performance awards, allocation/reallocation of resources to best meet current/projected workload, while also maintaining effective position management. Confers with the appropriate Human Resource Office relative to recruitment of professional staff, disposition of employee grievances/adverse actions, and employee discipline. Actively promotes and supports equal employment opportunity, upward mobility, and other special emphasis programs. (25%)
3. Personally and/or through subordinate supervisors, performs or directs performance of the following programs/activities: (20%)
  - a. Architectural & Engineering Activities: Prepares in-house and/or contracted architectural and engineering (A&E) master plans, construction/maintenance project plans, and specifications and bidding documents. Performs/directs the associated economic analyses and site development, and plans space utilization, considering factors such as military missions, manpower, equipment, and materiel; environmental impact; and overall costs/economic impact on the federal government, NGB, the state, and affected civilian communities. Ensures uniform compliance for facilities with Federal, State, Local laws, ARNG policies, procedures and professional engineering and construction codes/practices, and that the A&E effort meets planned ARNG and user needs, as well as fire prevention/protection, safety, Americans with Disabilities Act (ADA), anti-terrorism/force protection requirements, sustainable design and development, and commissioning requirements.
  - b. Military Construction Program: Plans, develops, coordinates, and manages the state's multi-million dollar ARNG Military Construction (MILCON) program through either state or federal contracting procedures. Identifies requirements for major construction projects, such as new armory, logistical, surface and air maintenance, administrative and training facilities. Determines project scope, prepares estimates/justifications, approves facility sitting/space arrangements, and ensures timely obligation of funds, which must be coordinated through a variety of sources, including signatures from other state agencies of Military Construction Cooperative Agreements(MCCA). Systematically evaluates contractor performance and certifies final technical acceptability.

c. Operations and Maintenance Facilities Program: Plans, develops, and executes the state's ARNG facilities real property operations, maintenance, and repair program, which includes minor construction, modifications, maintenance, and repair of buildings, surfaced areas, and other ARNG structures, as well as utilities projects. Also plans, develops, and executes the budget for the state funds necessary for the matching portion of the program. Manages the day-to-day operations of all facets of facility operations to include all vital services needed to maintain and operate a large number of complex, dispersed facilities. Performs cyclical inspections to identify needs and prepares/coordinates related plans and budgets. Ensures technical evaluation of work requests and approves method of accomplishment. Estimates, schedules, and oversees in-house and contracted work, ensuring acquisition, storage, and accountability of supplies, repair materials, and associated equipment. Evaluates contracted work for final technical acceptability. Ensures emergency power systems and life safety provisions are operable on a 24-hour basis to permit vital missions to be performed. Determines the long-range impact of all renovations.

d. Environmental Program: Manages and directs the execution of the highly visible and active state ARNG Environmental program. Ensures identification, analyses, control, and legal/regulatory compliance related to construction design; management of hazardous/toxic spills and hazardous waste materials; ecological use of training areas; water resource management; noise and air pollution abatement; underground storage tank management; asbestos identification and elimination; protection of threatened/endangered species; historical and archaeological preservation management; and other environmental issues. Performs related auditing, baseline studies, documentation, reporting, and coordination with local, state, and federal agencies. Ensures that facilities/training site use complies with the National Environmental Policy Act (NEPA) and federal/state regulations. Advises ARNG and other facilities' users of environmental policies; conditions within the state; effects of noncompliance; and how to anticipate, recognize, and prevent or minimize adverse impact from external sources. Assesses regulatory initiatives regarding safety, energy mandates, and environmental issues and determines what actions are necessary for compliance.

e. Other Program/Project Activities:

- 1) Manages and/or provides oversight of program/project contracts from preparation, to award, through close-out. Oversees preparation of bidding documents; participates as technical authority in pre-award surveys and conferences; and analyzes offers/costs for technical appropriateness and shared state/federal/other services funding availability. Prepares and/or obtains from USPFO contract modifications, administrative changes, and termination agreements. Inspects work in progress, stops work in coordination with USPFO as required, and certifies level of work completed to effect progress and/or final payment. On projects contracted under state rather than Federal procedures, exercises relative autonomy throughout process with the exception of change order approval.
  - 2) Manages statewide ARNG real estate, including advising the Adjutant General on purchase, leased, and/or donated site acquisitions, needed disposals and associated activities. Administers and ensures staff and program compliance with deeds, leases, licenses, and easements. Coordinates leasing of armory facilities, works closely with community representatives relative to their use, negotiates specific lease agreements, and manages resultant income and associated outflow of the state funds. Prepares/presents long and short-range plans for replacement of ARNG facilities throughout the state.
  - 3) Prepares budget requirements and funding justifications for each program and submits/defends budget requests to state and NGB officials. Ensures matching funds from other services/agencies and the state are programmed proportionately and are available to coincide with federal allotments. Effects internal fiscal accounting controls to ensure appropriate USPFO/state payments from each of a variety of funds accounts. Serves as a member of the states' program budget advisory committee or equivalent. Delegated authority as Assistant USPFO for real property and as Program Manager for facilities fiscal matters.
  - 4) Develops, integrates, and/or manages a number of complex state and Federal software systems to effectively and efficiently execute mission requirements, while both tracking and forecasting budgetary, resource management, real property, project management, and other types of reports and information to National Guard Bureau, the Army, the USPFO, and the State. 20%
  - 5) Manages/administers other state ARNG programs and projects, such as Intrusion Detection Systems (IDS) operation and maintenance; provision of facilities physical security, and/or energy conservation. Serves as a member of or advisor to a variety of special boards. 10%
- Performs other duties as assigned.

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**SELECTING SUPERVISOR:** COL Czipka VICE COL Wolff

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**CONTACT INFO:** SSG Hannah Rogers (Com) 801-432-4315 (Email) hannah.m.rogers17.mil@army.mil

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**EQUAL OPPORTUNITY:**

The Utah National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.