



# DEPARTMENT OF THE AIR FORCE STATE OF MISSISSIPPI



**ACTIVE GUARD RESERVE (AGR) ANNOUNCEMENT # 26-0503nat**

**OPENING DATE: 28 May 2026 CLOSING DATE: 26 June 2026**

**Position Title: Civil Engineering Superintendent**

**Unit/Duty Location: 209 SOCES, Gulfport, MS**

**Min Grade: MSgt/E7**

**Max Grade: SMSgt/E8**

**UMD Position AFSC: TBD**

**Security Clearance: SECRET**

**PULHES: NA**

**ASVAB Requirements: NA**

***\*Promotion to SMSgt is subject to the availability of Controlled Grades***

***\*\*Applicants must possess one of the following CES AFSC's to be eligible:***

***MSgt - 3E071, 3E072, 3E171, 3E271, 3E371, 3E471, 3E473, 3E571 or 3E671***

***SMSgt - 3E090, 3E290, 3E490, 3E591 or 3E691***

**Area(s) of Consideration:** (1) Members of the MS National Guard (Statewide) and (2) any applicant that can become a member of the MS Air National Guard (Nationwide)

**Special Note:** This FULL TIME MILITARY duty position vacancy in the Air National Guard is announced and will be filled under the provisions of Section 502(f), Title 32 and United States Code.

**Specialty Summary:** The primary purpose of this position is to serve as a first level supervisor, providing planning, directing, organizing and exercising control over nonsupervisory employees assigned to the unit.

**Duties and Responsibilities:** Personnel Management. Incumbent typically supervises the following personnel and their functions: Production Control (Construction), Production Controller, Power Production Technician, Water & Fuels Maintenance Technician, CE Supply Technician, State Superintendent, Administrative Assistant and all maintenance and state accounting personnel. Through the application of management principles, incumbent interviews applicants, selects employees, and promotes good working conditions. Determines the type of personnel required to operate and maintain facilities, evaluates employee effectiveness and identify training needs, provides formal or on-the-job instruction in building operation and maintenance functions. Develops specific position descriptions and/or performance standards unique to the base facilities, equipment, and mission. Incumbent requires detailed knowledge of the state union contracts, personnel policies and procedures as they may vary between States. Incumbent must have a thorough understanding of the employee programs available. Typically manages Federal Technician/AGR and state employee programs i.e., awards and incentives program, worker's compensation, employee assistance, tuition assistance, recruiting and retention bonus program, retirement systems, Diversity Training programs, and the Equal Employment Opportunity (EEO) program, and any other State or Federally mandated programs. Plans and Programming. Responsible for the sustained reliability of Real Property Facilities in support of ANG organizations. Establishes and executes work involving the planning and directing of comprehensive programs for the operation, maintenance, repair, and improvement of Government facilities for the wing Operation and Maintenance (O&M) programs. Provides critical input to the Base Civil

Engineer (BCE), through the CE Commander Facility Investment Matrix (FIM), Base Master Plan, Space Utilization Plan, Asset Management Plans (AMP), S-Files and Facility Utilization Board (FUB) agendas. Prepares, develops and defends operating and maintenance resources for Fiscal Year Defense Plan (FYDP), requirements to the Planning, Programming and Budgeting Systems (PPBS). Develops and implements long range plans for the maintenance or repair of real property facilities to include, but not limited to the life cycle of roofs, airfield pavements, fuels storage, corrosion control, and utility systems, and Real Property Installed Equipment (RPIE). Contributes to the management and execution of lead, mold and asbestos abatement plans, energy conservation initiatives, refrigerant management programs, and contingency response plans that affect the base and any local support agreements. (i.e. Airport Joint Use Agreement; Installation Support Services Agreements (ISSA), mutual aid agreement, utility agreement, and the Master Cooperative Agreement (MCA). Develops and annually reviews all CE plans and programs for real property sustainment and maintenance (i.e. self-help program, snow and ice control plan, base spill response plan, etc.) Ensures airfield, utility, and facility systems are operated in accordance with design intent and manufacturer's recommendation. Responsible for highly technical and specialized facilities associated with Heating, Ventilation, and Air Conditioning (HVAC), water treatment units, sewage treatment, fuels storage and dispensing systems, primary and secondary electrical distribution, and any other local specialized requirements. Examples of specialized facility maintenance responsibilities include; motorized hanger doors, munitions storage and handling areas, warehousing and aerial port facilities, hoisting systems, environmental/corrosion control systems, jet engine test facilities, primary/secondary electrical voltage systems, Aircraft Arresting Systems, and fire suppression systems, to include Aqueous Fire Fighting Foam (AFFF) and High Density Foam (HDF). Reviews regulations and directives to ensure program requirements are in compliance with overall policies, procedures, objectives and instructions. Financial Management. Functions as the Civil Engineer Federal Resource Advisor and primary representative to the Base Financial Working Group (FWG). Supervises and directs the formulation, integration and advocacy of organizational financial budgets and provides inputs to support PPBS issues. Serves as primary consultant to unit commander for all CE financial issues. Provides financial planning, direction, and determination of funding requirements for facility operation and maintenance programs. Develops procedures and techniques used to develop, present, defend and evaluate organizational financial inputs. Submits and defends budget requests to higher headquarters. Directs all program expenditures through delegated spending authority. These budgets include the MCA on state contributions, Sustainment, Restoration, and Modernization (SRM) Facility Operations (FO), Operations and Maintenance (O&M), Military Construction Program (MILCON), and other Civil Engineer resources. Ensures all CE financial accounts are maintained in accordance with Federal and state statutes and verified by internal and external audit agencies. Maintains communications of funding status with counterparts at the base financial management level, GSUs, State, and NGB. Participates in the development of organizational policies concerning mix of In-service and Contractual efforts. Analyzes and evaluates the use of Real Property Maintenance Resources in terms of life cycle requirements. Studies are often performed to identify and propose alternative solutions to management. Incumbent is the organization's audit monitor. Investigates and responds to congressional inquiries, GAO reports, and audits per AF Direction and takes appropriate action, in collaboration with other offices, to align efforts toward maximum utilization of civil engineer's financial resources. Utilizes and applies short- and long-range funding analysis such as, cost benefits of alternative budgetary and corresponding program options for lifecycle expenses. Operations Management. Directs and supervises recurring maintenance and repair, through customer-based work order requests, self-help, and building manager programs. Establishes and executes service contracts that include Custodial, Refuse, Ground Maintenance, etc. Manages, directs and provides oversight for facility surveys, and prepares all documentation for identified requirements. Supervises staff responsible for ordering any required materials and ensures all outstanding work is completed. Develops and exercises contingency response plans necessary to sustain mission essential activities in the event of failure or interruption of primary systems. Such plans include application of power generators, availability of critical spare materials, and the expeditious availability of maintenance resources. Implements, directs and manages wing energy programs to include education, conservation, and usage reporting through Air Force Energy Reporting System (AFERS). Coordinates with engineering staff for development of Energy Savings Performance Contracts (ESPC). Implements supplier, local and federal government regulations for energy reduction initiatives. Continues initiatives for new technologies in energy conservation methods. Provides instructions to shop personnel and building managers; through intermediate subordinates concerning automated facility monitoring systems such as, Environmental Management Control Systems (EMCS), Electrical Monitoring Systems (EMS), fire alarms, security, and lighting systems. This direction also includes technically advanced environmental systems supporting laboratories,

communications, and Automated Data Processing Equipment (ADPE) areas. Provides directions to the Production Controller and other internal engineering agencies regarding the Integral Engineering Management Systems (IEMS). Coordinates and directs the execution of the repairs, recovery, or abatement identified in surveys conducted by the Air National Guard CE Technical Services Center (ANG/CETSC). Ascertains which maintenance, repair, or minor construction projects are accomplished in-house or by contract while considering the urgency of need and overall mission priorities. Supervises those parties responsible for negotiating, invoicing, coordinating repairs and evaluating changes regarding utilities. Directs the procurement of maintenance and repair services and supplies through the use of state and Federal procurement systems, Federal and state contracting channels using job Order/Task Order Contracts, and the International Merchant Purchase Authorization Card. All activities are subject to verification by internal and external agencies. Recognized as the technical expert regarding the management of ANG facilities, including GSUs. Construction Contract Management. Plays a pivotal role in maintenance, repair and construction activities. The position provides critical direction in contract development and execution. Incumbents input to Statements of Work (SOW), project books, and the design process to ensure successful execution of the Base Master Plan. Incumbent may be the designated Contact Officer's Representative (COR) with oversight of contracts with Architects, Engineers, Contractors, Design and Submittal Reviews, construction meetings, progress reports and contract inspections, warranty and O&M manuals, punch lists assembly, and project acceptance. The Facility Manager may be designated as Task/Job Order Contractor (T/JOC) coordinator for the base. Facility Managers must have a thorough understanding of the various types of construction funding and their statutory limits. Compliance and Standards. This position plays a key role and possesses a vast knowledge of all CE regulations, directives and guidance. Ensures compliance with federal standards including Occupational Safety and Health Administration (OSHA), Air Force Occupational Safety and health (AFOSH), Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), Unified Facilities Criteria (UFC), Air Force Instructions (AFI), Air National Guard Instructions (ANGI), Department of Defense Instruction (DODI) as well as, other Federal, State and local standards. Professional interpretation and practical application at this level is the key to successful program execution. Manages CE personnel and directs training and certification to ensure personnel receive proper training and equipment to perform their duties. This position is responsible for compliance with, but not limited to, the following programs: Hazardous materials management, confined space, solid waste reduction, pesticide and herbicide reduction, back-flow prevention, oil/water separator program, energy consumption reduction, Americans with Disabilities Act (ADA), recycling, etc. Unit Management: Knowledge of Status of Resources and Training System (SORTS), Workday Control, Recruiting/Retention, and Professional Military Education (PME) programs is necessary, as directed, to oversee these programs. May direct administration actions such as: Absence Without Leave (AWOL), waivers, and promotions. Coordinates with the commander on issues concerning long range force management plans, training goals, and mission objectives. Incumbent represents the unit commander at group, wing, and state level meetings.

Performs other duties as assigned.

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**Length of Tour:** IAW ANGI 36-101, paragraph 6.2.1., Initial tours will not exceed 6 years and constitutes 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).

**\*Initial Tour will be 3 years\***

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**Appointment:** The publication of AGR orders by HRO will be the official appointment into the Mississippi Air National Guard AGR program. **No commitment** will be made by the command to any applicant prior to the review of qualifications by the HRO and TAG approved appointment through the Officer Action Board (if applicable).

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### **Minimum Qualification Requirements:**

1. Individuals must meet Physical Fitness Standards. Applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI36-2905. (Note: Your full name must be printed on the official copy)
2. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are not eligible for entry into the AGR Program.

3. Air National Guard members must meet the physical qualifications outlined in AFI48-123. Submit AF Form 422 validated by your medical personnel, current within 12 months.
  4. An applicant on a medical profile may apply and be selected for an AGR tour; however, the selectee may not begin the AGR active duty tour until the medical restrictions are released.
  5. Must meet any Special Requirements outlined in the AFECD/AFOCD.
  6. Failure to maintain a security clearance will result in removal from the AGR program.
  7. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
  8. Enlisted applicant's military grade cannot exceed the maximum UMD military grade authorized. Overgrade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an overgrade status.
  9. IAW ANGI 36-101, paragraph 5.2, the intent of the AGR program is to access AFSC qualified individuals. However, any applicant selected that does not possess the AFSC, must sign an agreement to retrain to include the statement in paragraph 5.2.1.1 of ANGI 36-101. Failure to meet and maintain training requirements will result in removal from the AGR program.
  10. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous Reserve Component AGR tour.
  11. IAW ANGI 36-101, paragraph 5.10, applicants should be able to attain 20 years of Total Active Federal Military Service (TAFMS) in the AGR career program. Waiver authority of this requirement is The Adjutant General (TAG). Individuals selected for AGR tours that cannot attain 20 years of active federal Service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
  12. IAW ANGI 36-101, paragraph 6.6.1., members should remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement when in the best interest of the unit, State, or Air National Guard.
  13. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.
  14. Eligibility/Mandatory requirements for the AFSC(s) advertised are located in the current AFECD/AFOCD.
  15. ASVAB requirements must be met prior to submitting application. Any application received not meeting ASVAB requirements will be disqualified.
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**Bonus/Incentive Recipients:** If you currently receive any type of incentive such as bonus, student loan repayment, or GI Bill Kicker, these incentives will stop effective on the first day of full time employment with the Mississippi Air National Guard. **Contact your RETENTION OFFICE MANAGER.**

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**Equal Opportunity:** The Mississippi National Guard is an Equal Opportunity Employer. Assignment will be made without discrimination for any reason such as race, color, religion, sex, national origin, politics, or marital status. The management of AGRs will be free of discrimination IAW ANGI 36-7, ANG Military Equal Opportunity Program.

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**Application Submission Instructions:** Submit all forms in their entirety. Additional documents such as resumes, may be included but are not required. **Be advised that applications are not reviewed until after the announcement closes. HRO does not notify members of missing or erroneous information. Incomplete applications will be disqualified.**

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**Minimum required documents to be submitted (in this order):**

**Air Force Applicants:**

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **AF Form 422** - Must be obtained from your Medical Group. Must be dated within last 12 months
3. **Physical Fitness Report** - Fitness Tracker Report from myFITNESS or current system of record for physical fitness- Official printout from current physical fitness database showing a current, passing score

of 75 or higher. Official copy must have your name printed on it. The Air Force Physical Fitness Assessment Scorecard is NOT an acceptable substitution

4. **Records Review (aka RIP)** - Virtual Military Personnel Flight (vMPF) version is preferred but the MilPDS version is acceptable. Print and submit all pages (Do not send a Career Data Brief or PCARS as they do not provide all of the required information to validate qualifications)
5. **College Transcripts** (only when listed as required)
6. **Other Documents** - Resume', special training certificates, etc.

**Army Applicants (may apply to un-restricted announcements only):**

1. **NGB Form 34 -1** - Application for Active Guard Reserve (AGR) Position signed. Ensure an explanation is attached for required answers given in Section IV
2. **IMR Record** - Most recent Medical Protection System (MEDPROS) Individual Medical Readiness (IMR) Record accessible through Army Knowledge Online (AKO). The PHA date on the IMR must be dated within the last 15 months to be valid
3. **DA Form 3349** - Physical Profile (if applicable)
4. **DA Form 705** - Army Physical Fitness Test Scorecard
5. **Soldier Record Brief (SRB)**
6. **REDD Report** (enlisted only) - can be obtained through recruiters
7. **College Transcripts** (only when listed as required)
8. **Other Documents** - Resume', special training certificates, etc.

Applications must be sent electronically via GEARS 6.0 and must be received before 2359 hours on the closing date of the announcement to be processed. Any missing required documents will result in disqualification. Submittals of any missing required documents after the closing date will **NOT** be accepted.

GEARS is an automated packet/document routing and tracking system built on a SharePoint platform that implements global management of business processes. It provides both pre-built and custom user-defined workflow. GEARS can be located via the AF Portal by typing GEARS in the AF Portal Search Engine or by copying and pasting the link below into your web browser.

\*\*\*New GEARS 6.0 website - <https://gears.army.mil/dashboard>

**Step 1:** Scan and save **all** application documents as **one (1)** .pdf file (do not send individual pdf files)

**Step 2:** Save file as: **Announcement # LastName FirstName** (ie. 20-1201 Doe John)

**Step 3:** Log into GEARS 6.0 - <https://gears.army.mil/dashboard>

**Step 4:** Select the **Create a Packet** (located in the upper right header information)

**Step 5:** In the **Packet Name** field, enter your file name (i.e. 20-1201\_Doe\_John)

**Step 6:** For **Organization**, click "Choose", then select applicable organizations to find your unit, ensure "Make this my default organization" is checked, click "Submit". (For MS ANG members: select US Air Force, Air National Guard; for MS ARNG members: select US Army, Army National Guard)

**Step 7:** For **Packet Type**, click "Choose", then select the "Hiring Actions" icon.

**Step 8:** Select the blue **Save Draft icon** at the bottom of the screen

**Step 9:** On the left-hand side under **Discussion/Instructions**, type in Application (required field)

**Step 10:** Scroll down and enter **Deadline** date (date announcement closes)

**Step 11:** Under **Packet Files**, click Supporting. Navigate to your saved file and double click the file to be uploaded. If the file is uploaded successfully, you will see the file listed under Support Files.

**Step 12:** At the top, middle of the page, click on **Enter Assignee**

**Step 13:** Type my last name: **Hammarstrom**, then click on my name when it appears

**Step 14:** Under **Action Requested**, select Concur/Nonconcur

**Step 15:** Click **Save Draft** at the bottom of the screen

**Step 16:** The **Save Draft** should change to **Submit Packet**, if not, click **Save Draft** again, then **Submit Packet**

**Step 17:** Log out of GEARS 6.0

*\*The GEARS platform is not intended to be used for long term storage of files. All applications received through GEARS 6.0 will be downloaded to the HRO network as they are received and deleted from GEARS. Once received, all application documents to include selection documentation become the property of HRO and will not be released to any applicant for any reason.*

***The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Be sure to allow yourself enough submission time.***

***\*\*Applications may be submitted by email ONLY if the GEARS platform is malfunctioning.***

**Questions and concerns can be addressed to:**

AGR Manager - Air: CMSgt David W. Hammarstrom

DSN: 293-6195 Commercial: 601-313-6195

[david.w.hammarstrom.mil@army.mil](mailto:david.w.hammarstrom.mil@army.mil)

