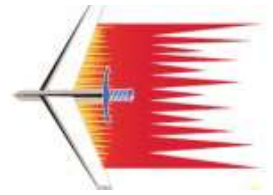




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2024-41

Open: 01-Oct-24 Closes: 30-Oct-24

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
Structural Training Instructor	3E371	MSGT/E7	0082631034

ADVERTISE: On Board AGR Only **SECURITY CLEARANCE:** Secret

UNIT/DUTY LOCATION: 145th Civil Engineer Squadron 38268 Prime Beef Blvd, New London, NC 28127

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
CMSgt George Huffstetler	george.huffstetler.1@us.af.mil	704-391-4229	231-4229

DUTIES AND RESPONSIBILITIES

- Instructs and Trains Civil Engineers specifically the Structural Air Force Specialty Code (AFSC 3E3X1) at the RTS I REOTS locations. Training: Plans, develops and validates training plans. Determines and selects instructional design, methods and media. Develops training materials to support training objectives for the Structural career field for federal and state missions. Prepares required training and statistical data to gauge training comprehension. Monitors progress and counsels' students on performance. Instruction includes but is not limited to specialized technical skills to direct and perform Structural installation, repair and maintenance. Individual is given the freedom to plan and execute assignments and independently coordinates lesson plans with other instructors and groups at the training locations. Requires creativity in devising ways to accomplish all training requirements as tasked by the Combatant Commanders (COCOMS) and the 3E3X1 Career Field Education and Training plan (CFETP). Coordinates with AF/A3, Air Force Civil Engineer Support Agency (AFCESA), NGB/A7X, Unit level Commanders, co-workers and students daily. This includes high-level customers, political liaisons, contractors and or suppliers, military and civilian leaders all over the world.
- Instructs, trains, and evaluates students on the construction, erection, installation, or repair of structures and fixtures made of wood and comparable materials, such as concrete forms; building frameworks, including partitions, joists, studding, and rafters; and wood stairways, window and door frames, and hardwood floors. May also install cabinets, siding, drywall, and batt or roll insulation. Instructs, trains, and evaluates students on the installation, construction, or repair of roofing systems, including sheathing, decking, underlayment, rafters, ridge board, collar beams, batter boards, joists, soffit, fascia, gutters, valley, eaves, drip edge, and shingles. Guides in the covering of roof structures with shingles, slate, asphalt, aluminum, wood, or related materials. May spray roofs, sidings, and walls with material to bind, seal, insulate, or soundproof sections of structures.
- Instructs and evaluates students on the identification and selects of construction materials considering strength, moisture content, grade, mix, application procedures, and curing. Directs students in the preparation, construction, and disassembly of concrete forms or shuttering with wooden, aluminum, or steel components, including sheathing, studs, ties, braces, wales, battens and footings. Guides instruction in pouring of concrete footings, piers, and slabs as well as finishing of concrete utilizing screeds, trowels, vibratory tool, edger, groover, floats, and brooms.
- Prepares performance evaluations on each student in accordance with the Plan of instruction (POI). Upon completion of training, certifies competence level and ensures completion of required documentation.

5. Prepares and interprets working drawings and schematics for maintaining, altering, and repairing buildings and structures. Surveys proposed work sites to determine material and labor requirements and repairs cost estimates. Reviews structural work progress and coordinates changes in schedules.

6. Performs, instructs, and evaluates students on the setup, teardown and maintenance of Tension Fabric Shelter to include the Small Shelter System (SSS) and Medium Shelter System (MSS). Provides guided instruction for the SSS and MSS on site layout planning and procedures, safety, material nomenclature, component knowledge, framework and arch construction, floor install, cover and liner install, staking procedures, and guy wire securing. Instructs and evaluates students on shelter maintenance practices including inspecting frame and arch components for structural integrity, locking pins missing/broken, cover and liners in good condition with no tears or holes, roping system secured to framework in working order, stakes secured, guy totes taught, and patch repair for damage to tent cover. Teaches and conducts the disassembly of SSS and MSS to ensure safe practices are conducted, and proper storage of the tension fabric shelters in accordance with T.O. guidelines.

12. Instructs students on how to utilize safety practices and procedures following established safety rules and regulations and maintain a safe and clean work environment. Uses and assures the proper fit of required safety equipment (i.e., foot, eye, breathing, and ear protective gear) and clothing (i.e., cotton). Polices grounds, buildings, and pits to maintain area in accordance with fire prevention and security directives.

13. Performs maintenance on all instructional equipment to ensure all training aides are available for training venue. Coordinates, prepares, and participates in readiness evaluations, Unit Compliance Inspections (UCI), Operational Readiness Inspections (ORI), and mobility and command support exercises for the RTS and visiting Civil Engineering units.

14. Performs other duties as assigned.

SPECIALTY QUALIFICATIONS

MIN/MAX RANK: Promotable TSGT/E6 - MSGT/E7

Individual selected for this position must have qualifications in and in possession of one of the following AFSC's:
3E371

SPECIAL CONSIDERATIONS

1. No PCS funding is authorized for this position.

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANG 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilizations, and assignment of current on-board AGR members.
2. Individuals who have been separated from other military services for cause, unsuitability, or unfitness for military service are not eligible to enter the AGR program.
3. Initial tours may not exceed 3 years. AGR tours may not extend beyond an enlisted member's ETS or an Officer's MSD.
4. 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. For members with a documented Duty Limitation Code (DLC) which prohibits them from performing one or more components of the Fitness Assessment, an overall "Pass" rating is required.
5. Individuals selected for AGR tours must meet the Preventative Health Assessment (PHA)/physical qualifications outlined in AFI 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.
6. An applicant's military grade cannot exceed the maximum military authorized grade on the UMD for the AGR position.
7. Enlisted Airmen who are voluntarily assigned to a position which would cause an overgrade must indicate in writing a willingness to be administratively reduced in grade in accordance with ANGI 36-2503, Administrative Demotion of Airmen, when assigned to the position. Acceptance of demotion must be in writing and included in the assignment application package.
8. If a selectee does not possess the advertised AFSC, he/she must complete the required training/assignment criteria within 12 months of being assigned to the position. Failure to do so may result in immediate termination. Extension past 12-months will only be considered if the delay is through no fault of the selectee.
9. Must have adjudicated Security Clearance before starting tour.

APPLICATION PROCEDURES

Hard copy applications will NOT be accepted. All applications must be typed or printed in legible dark ink and must be signed and dated with original signature. Applications received with an unsigned NGB 34-1 will not be forwarded for consideration. Applicants may include copies of training certificates, letter of recommendations, resume or any documentation that may be applicable to the position they are applying for. Per ANGI 36-101, the application package must include at a minimum, the signed NGB 34-1, current Report of Individual Person (RIP), and current Report of Individual Fitness. Items 1-3 are required by the Human Resource Office to determine initial qualifications. Incomplete packages will NOT be considered for the position vacancy. Please submit application in the order listed below.

1. [NGB Form 34-1 Application Form](#) for Active Guard/Reserve (AGR) Version dated Nov 2013--Completed and Signed
2. CURRENT full Records Review RIP available on [vMPF](#) (Must be a full RIP)
3. [ARCNet/AFFORGEN](#) Readiness print out. (includes IMR, Security Clearance, etc.)
4. EPR(s) / OPR(s) (If available)
5. Fitness report from [MyFitness](#)
6. Letter of Recommendation, Cover Letter, Resume and any other attachments are permitted but are not mandatory
7. For Commissioning opportunities, include your AFOQT scores

EMAILING REQUIREMENTS

Ensure all requirements are consolidated into ONE single PDF (adobe portfolio is not recommended). PDF File Name should be: Job Number (i.e. 202X-XX), Last Name, First Name, Grade

*consider saving signed documents using *Print>Microsoft Print to PDF* prior to combining files

Email Completed Application Package to 145FSS.HRO.Actions@us.af.mil.

THE NORTH CAROLINA AIR NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER

Eligible applicants will be considered without regard to race, age, religion, marital status, national origin, political affiliation or any other non-merit factor. Due to restrictions in assignment to certain units and AFSC/MOS some positions may have gender restrictions.