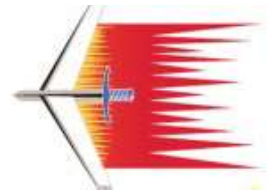




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2025-28

Open: 04-Mar-25 Closes: 13-Mar-25

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
Munition Systems Craftsman	2W071	MSGT/E7	0107159534

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

UNIT/DUTY LOCATION: 145th Maintenance Squadron 4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
CMSgt Brian Barefoot	brian.barefoot.1@us.af.mil	704-391-4201	231-4201

DUTIES AND RESPONSIBILITIES

Plan the overall allocation of personnel, funding, facilities, and equipment resources to the organizational segments supervised to accomplish work operations which, because of their scope, volume, complexity, operational tempo, and total force integration must be planned on an annual or multi-year basis. Because of the Total Force Mission ready status at the Operational Reserve level, and able to be fully integrated with USAF aircraft and missions upon activation and regular contingency operations, in addition to daily training, domestic operations, and support missions. Oversee munitions system modifications to include: Time Change Technical Orders, maintenance equipment and facilities update and modernization, deployment and mobility planning, manning, and financial forecasting, recurring Air Force mandated inspection requirements, mission and weapons systems changes, contingency planning relating to carrying out the military mission of the Wing, and the development of policies and procedures in the accomplishment of the work. Analyze work plans developed by subordinate workforce for accomplishment of assigned directives. Determine status of work accomplished in relation to future demands, including unanticipated or emergency requirements mandating reallocation of resources. Provide status of work projects, budget estimates, changes in equipment, facilities and techniques for mission planning purposes. Evaluate potential impact of improved technologies on existing programs and practices and recommends proposed changes to appropriate authority. Participate fully with higher level management and staff organizations in interpreting changing environmental requirements to include work techniques, specification changes, and standard improvements. Function as an integral member of unit's planning process and serves as the responsible technical resource for a maintenance division. Coordinate and direct the work of munitions sections supervised. Assign and explain work requirements to the workforce, and set deadlines. Balance workload for subordinate work sections. Promotes economical and efficient work operations. Analyze production, personnel utilization, cost, and make adjustment in operations to improve the process. Prepare and provide inputs to operating instructions and initiates work plans to be followed by subordinate sections in accomplishing critical or emergency work projects. Evaluate work operations to assure production and quality standards are achieved. Coordinate work operations with other wing organizations and functions. Recommend promotion or reassignment of the workforce, and reviews personnel actions. Make formal, and informal appraisals of personnel work performance. Determine long range and supervisory needs for subordinate sections. Utilize various management tools and computer technologies to ensure effective control of work activities. Chair production meetings to set priorities in accomplishing the scheduled maintenance plan. Promote and administer such programs as cost reduction, incentive awards, suggestions and quality assurance. Ensure regulations governing safety and housekeeping are observed. Ensure subordinate supervisors carry out such programs as labor management and equal opportunity. Schedule and approve leave. Ensure position descriptions are accurate and position management principles are followed. Ensure appropriate production reports and administrative records are maintained. Resolve personnel problems, conflicts, and resolves grievances and ensures proper corrective action (s) are taken. Implement regulatory safety and security requirements ensuring subordinates are provided and utilize appropriate safety equipment, follow safety precautions, and are afforded a safe work environment. Ensures the security of assigned personnel and munitions. Perform other duties as assigned.

SPECIALTY QUALIFICATIONS

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

Must possess a current 2W071 AFSC

SPECIAL CONSIDERATIONS

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.