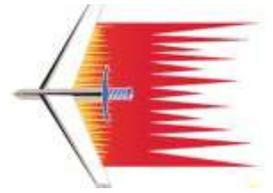




**North Carolina Air National Guard  
Active Guard/Reserve (AGR)  
Vacancy**



**Announcement 2026-04R**

Open: 18-Mar-26 Closes: 03-Apr-26

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
AVIATION RESOURCE MGMT	1C072	TSGT/E6	0107180834

**ADVERTISE:** Nationwide

**SECURITY CLEARANCE:** Secret

**UNIT/DUTY LOCATION:** 145th Operations Support Squadron 4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
MSgt Robert J Geoffroy	robert.geoffroy@us.af.mil	704-391-4281	231-4281

**DUTIES AND RESPONSIBILITIES**

1. Initiates actions to execute Aviation/Missile/Parachutist (AMP) operations management policies and procedures in accordance with applicable AFI's, DAFMAN's, and MAJCOM directives. Maintains control and accountability of flight and jump records, including the monitoring of flight physicals, physiological training, and aircrew qualification data in ARTEMIS.
2. Prepares and processes Aeronautical Orders (AOs), military pay orders, and flight authorizations; conducts in- and out-processing for members requiring AOs. Prepares flight authorizations and monitors individual flight/jump requirements.
3. Serves as the unit's technical advisor for ARTEMIS, providing data analysis, reporting, and interpretation support to leadership and supervisors. Plans, schedules, and oversees aviation resource management functions; analyzes aviation, parachutist and missile training data to support mission readiness.
4. Evaluates work processes and implements efficiency improvements to optimize resource utilization and data accuracy. Identifies workflow inefficiencies and implements solutions to reduce administrative burden and enhance mission effectiveness.
5. Facilitates collaboration between Operations, Maintenance, Training, Finance, and other base agencies to resolve issues and streamline procedures.
6. Interprets policy changes, implements local procedures, and advises leadership on operational impacts.
7. Leads, mentors, and develops junior 1C0X2 personnel; establishes and monitors training plans and progression.
8. Performs other duties as assigned.

### **SPECIALTY QUALIFICATIONS**

MIN/MAX RANK: SSGT/E5 - TSGT/E6

Knowledge is mandatory of flight and jump pay entitlement policy and regulations, aircraft flying hour management and authorization requirements to perform in-flight and parachutist duties. Perform all aircrew management actions in ARTEMIS. Validate compliance to aircrew, parachutist, and missile combat crew qualification requirements.

Must possess a current 1C052 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](mailto: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.