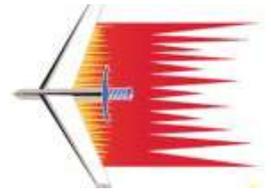




**North Carolina Air National Guard  
Active Guard/Reserve (AGR)  
Vacancy**



**Announcement 2026-16**

Open: 05-Mar-26 Closes: 04-Apr-26

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
FACILITY MANAGER	3E000	CMSGT/E9	0110188434

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

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

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
Lt Col James R. Eaton	james.eaton.6@us.af.mil	704-398-4763	238-4763

**DUTIES AND RESPONSIBILITIES**

1. Personnel Management. Incumbent typically supervises the following personnel and their functions: Production Control (Construction), Water & Fuels Maintenance 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. 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. This position plays a key role and possesses a vast knowledge of all AGR, T32, T5, and State regulations pertaining to human resources. Supervises, through subordinate supervisors, a work force of professionals and highly skilled supervisory and non-supervisory personnel having divergent occupational specialties and representing a wide range of statuses and grades. Assigns and explains work requirements for new or changed programs, and resolves technical, administrative and management problems submitted by subordinates. 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 and any other State or Federally mandated programs.

2. Facility Management. Responsible for the sustained reliability of Real Property Facilities in support of ANG organizations. Provides for and manages the maintenance and repair of plant facilities and equipment; fire protection and inspection; recovery from damage to facilities from any cause including decontamination from a chemical, biological, and nuclear incident or direct terrorist and conventional attacks; natural disaster preparedness actions and the assistance and funding required to recover the ANG Base. 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). This position plays a key role and possesses a vast knowledge of all CE regulations, directives and guidance. 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. Serves as Cooperative Agreement Program Manager for Facility Operations and Maintenance Activities (FOMA).

3. 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 in develop, present, defend and evaluate organizational financial inputs. Submits and defends budget request to higher headquarters. Directs all program expenditures through delegated spending authority. These budgets include the Cooperative Agreement awards 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. Reviews mission change documents, program guides, regulations and directives, an determines engineering requirements for the construction, alteration, modification, repair and maintenance of all buildings, hangars, shops, ramp areas, roads and grounds, etc. -Serves as advisor to the Commander, and a variety of inter-governmental regulatory agencies on all activities within the scope of the assigned functions.

4. 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. Implements, directs and manages wing energy programs to include education, conservation, and usage reporting. 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. Provides direction to the Production Controller and other internal engineer agencies regarding the Integrated Engineering Management System (iEMS). 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. Recognized as the technical expert regarding the management of ANG facilities, including GSU's.

5. 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.

6. 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.

7. Unit Management: Knowledge of Unit Manning Document (UMD), Workday Control, Recruiting/Retention, and Professional Military Education (PME) programs is necessary, as directed, to oversee these programs. Incumbent represents the unit commander at group, wing, and state level meetings.

8. Performs other duties as assigned.

## SPECIALTY QUALIFICATIONS

MIN/MAX RANK: SSGT/E5 - CMSGT/E9

Must possess a current 3E0XX-3E6XX AFSC

FOR MSGT/E7 APPLICANTS: Promotion to SMSgt/E8 will be dependent upon Control Grade availability

FOR SMSGT/E8 APPLICANTS: Promotion to CMSgt/E9 will be dependent upon Control Grade availability

## SPECIAL CONSIDERATIONS

1. Knowledge is mandatory of the iEMS program and incumbent will be appointed as local administrator.

2. Incumbent is required to complete Cooperative Agreements training within first year and maintain currency every 3 years after unless requirement changes.

3. Incumbent is required to complete Fiscal Law training and maintain currency on all associated accounting and budgeting systems as Federal Resource Advisor for all CE fund types.

4. Must possess a valid state driver's license to operate government motor vehicles (GMV) in accordance with AFI 24-301, Vehicle Operations.

## 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.