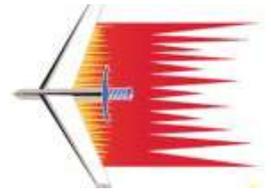




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2026-17

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

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
CIVIL ENGINEER SUPERINTENDENT	3E290	SMSGT/E8	0110182234

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

Concurrent with DSG Announcement 2026-05

- The primary purpose of the position is to serve as the Superintendent for the 145th Civil Engineer Squadron. Manages, mentors and directs full-time and traditional enlisted force. 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.
- 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. Knowledge is mandatory of: contingency engineering, contingency base operations, survivability skills, including force bed-down, expedient damage repair and recovery after attack; methods, sources, and techniques of engineering design, construction, maintenance, operation, and repair of facilities and utility systems; resource acquisition and management; military facilities programming and planning; environmental stewardship; management of real property; fire prevention and protection; engineering research and development; and formulation, coordination, and administration of plans and programs.
- 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.

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. 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 direction to the Production Controller and other internal engineer 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 GSU

SPECIALTY QUALIFICATIONS

MIN/MAX RANK: Promotable MSGT/E7 - SMSGT/E8

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

1. Individual selected for this position must have qualifications in and possession of one of the following AFSC's: 3E071, 3E072, 3E171, 3E271, 3E471, 3E571, 3E671

SPECIAL CONSIDERATIONS

1. Promotion is dependent on members selection by ADC for control grade.
2. 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.