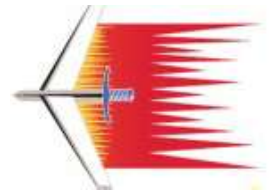




**North Carolina Air National Guard  
Active Guard/Reserve (AGR)  
Vacancy**



**Announcement 2026-19**

Open: 31-Mar-26 Closes: 14-Apr-26

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
AIRCRAFT MAINTENANCE COORDINATOR	2A590	SMSGT/E8	0107186234

**ADVERTISE:** On Board AGR Only

**SECURITY CLEARANCE:** Secret

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

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
CMSgt Richard A. Beard	richard.beard.3@us.af.mil	704-391-4240	231-4240

**DUTIES AND RESPONSIBILITIES**

This position is located within an Air National Guard flying unit, Aircraft Generation Squadron. Its purpose is to serve as the Aircraft Maintenance Coordinator, with responsibility for the overall maintenance effort on the flightline to include work operations performed by two or more distinct organizational units and controlled by a number of separate supervisors. The position does not have supervisory duties or responsibilities.

- Responsible for the total squadron maintenance program, manages the overall direction of the maintenance effort, and enforces safe maintenance practices. In addition, responsible for identifying, assembling, and managing critical equipment items. Priority is placed on aircraft supporting operational requirements, scheduled and unscheduled aircraft maintenance, and aircraft used for maintenance and/or operations training. The focus is on aircraft generation in order to meet mission requirements. Incumbent has maintenance authority on airworthiness of aircraft based on knowledge of aircraft systems and safety of flight concerns. Ensures that a pilot pickup is accomplished for critical parts in order to expedite repairs of Not-Mission-Capable aircraft that receive the highest priority and depends on the critical need for the aircraft and its return to service. May verify Mission Capable (MICAP) requisitions.
- Participates in establishing the monthly and weekly maintenance plans. Attends the daily maintenance planning meetings for the purpose of incorporating unscheduled maintenance into the weekly and daily maintenance plans. Evaluates workload requirements and makes changes to aircraft utilization schedules as required. Takes prompt and decisive action to make on-the-spot adjustments to maintenance repair priorities necessitated by unscheduled maintenance requirements.
- Controls and coordinates maintenance activity on the flightline. Monitors aircraft maintenance in progress and evaluates estimated completion time against scheduling and planning requirements. Anticipates problems and directs changes of flightline activities in order to meet mission schedules.
- May be required to coordinate with supervisors to select workers and assign tasks to be performed. When necessary, initiates action to resolve personnel shortages and coordinates requirements with the Maintenance Operations Center (MOC). Reviews work in progress or upon completion for compliance with policies and procedures. Ensures utilization of proper tools and equipment and adherence to technical data in performance of maintenance. Determines methods necessary to meet mission requirements including authorizing and directing cannibalization on assigned aircraft. Cannibalization actions will be coordinated with the MOC and Supply. Ensures aircraft status is accurately reported in accordance with Air Force instructions, reports, and applicable supplements. Works closely with the expeditor and MOC to ensure that actual aircraft status matches the aircraft status reported in the automated reporting system.
- Understands, executes, and coordinates specific disaster control duties including the provisions contained Air Force instructions, with regard to movement of aircraft, support equipment, and evacuation of flightline personnel. Decisions will be made based on safeguarding personnel first, followed by protecting aircraft, equipment, and other resources. Maintains a current on-base disaster map with cordon overlay and appropriate checklists for use during disasters or exercises.

- Knowledge of the maintenance, modification, and repair of various types of complex aviation components and equipment on a combat or strategic fixed wing aircraft.
- Knowledge of the activity, staff, support operations, manpower, equipment, supplies, and materials, etc., to develop short- and long-range plans and schedules of maintenance workloads.
- Extensive knowledge, understanding, and use of aircraft equipment and components terminology, data, and standards, and how to relate them to needs of missions.
- Knowledge and experience to observe and analyze production operations to determine if schedules are being followed, improved, and to determine the causes of production delays.
- Knowledge of quality assurance sufficient to comply with Air Force directives and guidelines.
- Knowledge of Emergency War Order (EWO) and contingency plans to successfully accomplish aircraft generation.
- Must possess an understanding of the pertinent directives to the function and established priorities based on scheduled inspections, equipment outages, mission requirements, and training schedules.
- Knowledge and in-depth understanding of the capabilities of equipment possessed and of the specialty shops, and all possible work sequences available in the production facility to ensure that all maintenance and production goals are attained expeditiously and economically with no degradation to the training or mission objectives.

### **SPECIALTY QUALIFICATIONS**

MIN/MAX RANK: MSGT/E7

**GENERAL EXPERIENCE:** Must possess at least 18 months of experience or training that has provided the candidate with the skill to remove and replace aircraft parts, accessories, and components, and to make adjustments and settings according to established specifications. Must be skilled in the use of hand tools and test equipment.

\* PROMOTION TO SMSGT/E8 IS DEPENDENT UPON CONTROL GRADE AVAILABILITY

### **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.