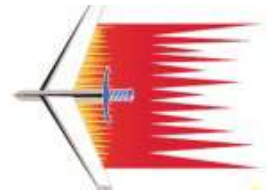




**North Carolina Air National Guard
Active Guard/Reserve (AGR)
Vacancy**



Announcement 2026-39

Open: 08-Oct-26 Closes: 06-Nov-26

POSITION TITLE	AFSC/MOS	GRADE	POSITION NUMBER
Production Controller (Construction)	3E671	MSGT/E7	0110156434

ADVERTISE: Nationwide

SECURITY CLEARANCE: Secret

UNIT/DUTY LOCATION: 145th Civil Engineer Squadron

4930 Minuteman Way, Charlotte NC 28208

SUPERVISOR/POC	EMAIL	COMMERCIAL NUMBER	DSN NUMBER
MSgt Jason Nelson	jason.nelson.11@us.af.mil	704-391-4229	231-4229

DUTIES AND RESPONSIBILITIES

(1) Serves as the manager of the Operations (3E6X1) section. Receives and reviews all work requests for validity, accuracy, and feasibility. Estimates requirements for materials, man-hours, and equipment. Determines funding type, prepares job/work orders, and approves requests within delegated authority. Requisitions material requirements in the appropriate system(s) and schedules work when material is received. Develops and monitors Wing/unit work order priority program. Coordinates with engineering to obtain blueprints, specifications, and related data concerning projects. Ensures proper coordination with outside organizations such as safety, fire, security, etc. Implements multi-discipline phasing schedules for complex work tasks. Monitors and controls work tasks, collating like requirements where applicable to ensure economical and efficient use of personnel, funds, and materials. Determines the most effective utilization of resources to accomplish recurring maintenance actions by use of in-service employees, Drill Status Guard personnel, and/or contract maintenance services. Coordinates with installation Real Property Office for all work requiring capitalization. Interprets and applies directives to include Occupational Safety and Health Administration, National Electric Code, hazardous waste, environmental, National Fire Protection Association, Department of War (DOW), Department of Transportation (DOT), asbestos abatement, local policies, and Air Force Occupational Health Standards.

(2) Automated Systems Management: Utilizes approved ANG Work Order Management Systems, Standard Base Supply System, Base Contract Automatic System and similar automated management systems. Functions as the office of primary responsibility (OPR) for implementing procedures required for the access management and operation of CES automated work control systems across the installation. In conjunction with the Facility Manager, coordinates and directs periodic inspections of Real Property and Real Property Installed Equipment (RPIE) Inventory; data must reflect conditions, amount, type, and descriptions of all facilities and RPIE. Ensures inspection results are used to forecast maintenance requirements and determine facility condition codes used as a basis for data aggregation within the BUILDER program. Manages and performs data input within the BUILDER program requiring at a minimum level three access. Ensures processing of documentation produced by computer systems IAW applicable regulations. Generates reports depicting status of Civil Engineering work and supplies. Coordinates with the Facility Manager in the data collection, preparation, consolidation, and submission of required reports in DOW automated systems. Conducts training for all other network users of the existing CE ANG approved Computerized Maintenance Management System (CMMS).

(3) Customer Service: Establishes and operates the customer service center. This includes but is not limited to; Coordination with building managers, soliciting and reviewing customer feedback, conducting trend analysis, service calls, providing guidance for self-help customers, providing interpretation of and recommendations for adjustments to service contracts, and providing a central point for information vital to the accomplishment of the CES mission. Maintains backlog of essential long-term maintenance and repair requirements, ensuring all future maintenance, repairs, and minor construction work is identified and programmed for in-service or contract execution. Provides customer service data to the CES and Support Group Quality Assessment Teams. Serves as the CES focal point, coordinating activities with off-base organizations to expedite and coordinate work. Performs trend analysis and implements corrective actions to avoid substandard work and delay.

(4) Procurement: Ensures fiscal responsibility by establishing job/work orders under the correct organizational funding codes. Works with the CES Resource Advisor in planning, formulating, analyzing, and coordinating CES supply budget submissions. Exercises a thorough understanding of all civil engineering funding classifications and their allowable legal allocations. Requisitions all materials, equipment, and services necessary to support CE functions, to include self-help projects. Monitors source allowances, validates requests, and processes documentation to procure equipment. Performs a variety of State and Federal purchasing agent functions to procure items through use of the Government Purchase Card (GPC) program and other supply channels to accomplish all-inclusive Operations and Maintenance (O&M) purchases. Ensures job/work order expenditures under the Real Property Maintenance (SRM/FO) Master Cooperative Agreements and that O&M budgets are correctly applied to provide a detailed audit trail. Serves as the CES liaison for materials and services purchased by contract for contracts or projects. Initiates, monitors, and administers contracts within delegated authority. Performs Contracting Officer Representative duties for federal service contracts, ensures execution of Statement of Work, performs daily and closeout inspections of all work completed by contractor personnel. Coordinates all contract work with building managers, occupants, and users of affected areas.

(5) Recurring Maintenance Program: Formulates and administers the Recurring Maintenance Program (RMP). This program ensures prompt and continuous maintenance for all facility systems including existing and newly capitalized facilities. Recognizes the requirement to add recurring maintenance activities to existing workflow as new systems and facilities are capitalized. Tracks and submits material requirements through various supply systems for future RMP cycles. Coordinates RMP actions with building manager(s)/occupants. Identifies and documents maintenance support problem areas, recommends corrective actions, and performs follow-up surveys. Establishes and maintains facility and construction folders to include records of all significant maintenance and improvements are capitalized. Establishes and monitors the warranty/guarantee program for RPIE. Establishes an operations and maintenance (O&M) manual library for technical reference and service technicians. Manages Civil Engineering equipment accounts. Operates and manages CES storage facilities, to include those at geographically separated units. Coordinates movement of equipment and material and ensures proper marking of equipment and hazardous/sensitive materials. Ensures proper palletizing, labeling, storing, transportation, and disposal procedures are followed.

(6) Supervisory: Supervises assigned staff, directs and reviews work of subordinates. Determines proper work methods and procedures, sets performance standards and makes formal appraisals of technician(s) work performance. Prepares formal requests for filling vacancies, selects or participates in the selection of subordinate(s) from lists of eligible applicants. Approves and disapproves leave. Formulates training programs for subordinate(s) and conducts informal training to broaden employee skills. Prepares formal requests and recommendations for promotions, reassignments and disciplinary actions. Receives formal grievances, resolving those that can be resolved at the lowest level. Keeps subordinate(s) informed of all aspects of personnel programs to include merit promotion, position classification, etc. Implements provisions of government-wide, Wing and unit programs, in the areas of equal employment opportunity and employee management relations. Develops and implements written procedures or pursues other managerial alternatives to correct problem areas. Coordinates training/work schedules for contractors, state and Federal employees, and Drill Status Guard personnel with the Prime Beef/Unit Training Manager in order to maximize training opportunities. Evaluates and recommends changes to schedules when necessitated by available personnel and mission requirements. Participates with shop superintendent/supervisor in developing training plans. Establishes the Unit Training Assembly (UTA) work/training schedule based on input from other functional areas.

(7) Contingency: Establishes and operates the CES Unit Control Center during normal, contingency, and emergency operations. Operates radio networks, Local Area Network (LAN) computer systems and telecommunications devices to receive and disseminate information. Develops and implements contingency, sustainment and recovery plans or checklists designed to support complex operations. Tracks status, maintains accountability, and provides updates relating to personnel, equipment, and vehicles. During the initial stages of emergency operations incumbent must make sound, informed, and often, complex decisions, either neutralizing or minimizing impact on facilities required to support the mission.

(8) Vehicle Management: Performs vehicle control responsibilities. Determines vehicle requirements, monitors vehicle status and training program, investigates and reports incidents. Attends vehicle authorization and utilization board meetings. Manages the assignment and care of assigned and leased vehicles and the development of justification documentation for new vehicles as well as the retention of existing ones. Coordinates assignment and utilization of all vehicles and equipment assigned to CES for the purpose of supporting scheduled work. Coordinates with other wing and off-base organizations (equipment rental companies etc.) for use of equipment not in inventory.

(9) Performs other duties as assigned.

SPECIALTY QUALIFICATIONS

Min/Max Rank: Promotable TSGT/E6 - MSGT/E7

Must be able to qualify for and obtain the following AFSC: 3E671

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.