

HUMAN RESOURCES OFFICE
MARYLAND NATIONAL GUARD
219 WEST HOFFMAN STREET
BALTIMORE, MARYLAND 21201-2288
TELEPHONE: (667) 296-3498

POSITION VACANCY ANNOUNCEMENT 27-010a

Open Date: 20 October 2026a Close Date: 19 November 2026

FULL TIME MILITARY / ACTIVE GUARD RESERVE (AGR) POSITION VACANCY

BRANCH OF SERVICE: AIR NATIONAL GUARD (ANG)

POSITION TITLE: CE OPERATIONS MANAGEMENT NCOIC

HIGHEST GRADE AUTH PER ANGI 36-101, AGR/MIL TECH GRADE COMPARABILITY TABLE: MSgt/E7

UNIT MANNING DOCUMENT-GUARD GRADE/ POSITION AVAILABLE: MSgt/E7

ORGANIZATION/LOCATION: 175th Civil Engineer Squadron, MDANG, 2701 Eastern Boulevard, Middle River, Maryland 21220-2801

SALARY: Full Military Pay and Allowances, depending on rank and longevity of selectee

WHO MAY APPLY: OPEN TO CURRENT MEMBERS OF THE MARYLAND AIR NATIONAL GUARD

QUALIFICATION/ELIGIBILITY REQUIREMENTS

1. Refer to ANGI 36-101, The Active Guard/Reserve Program, for general eligibility requirements for initial entry into the AGR Program and specific guidelines for utilization, and assignment of currently on-board AGR members.
2. Applicants must meet the physical qualifications outlined in AFI 48-123, Medical Examination and Standards.
3. Applicant must meet weight requirements at the time of entry into the AGR Program. Any member on the ANG Fitness Improvement Program is ineligible for entry into AGR status.
4. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
5. Category 1 AGR resources (recruiters, security forces, range, air defense, civil support) are fenced and are not able to move AGR asset.
6. Highly desired that member have completed the appropriate level of PME corresponding to their grade/rank.

BRIEF OF DUTIES AND RESPONSIBILITIES

Establishes and manages the operation of the command and control centers and customer focal point. Implements and manages the customer satisfaction program. Responds to customer inquiries. Prepares and manages work requirements during approval, processing, and completion stages. Recommends method of accomplishment based on existing capabilities. Develops, monitors, and manages work order priority program. Monitors work costs to ensure compliance with legal limits or support agreements. Operates computer and communications equipment to support work force management activities. Manages preparation and maintenance of work force records and reports. Performs quantitative study of management data to assess CE cost and reimbursement, work performance, progress, trends, standards, and policies. Manages and ensures a continuous workflow. Manages priorities and work plans, and monitors work status. Manages recurring work program and provides non-technical automated assistance as needed. Ensures identification of environmental concerns. Develops and administers facility manager program. Analyzes work activities to ensure quality and compliance with policies, current directions, and other publications. Evaluates inspection findings and recommends corrective action. Collaborates with engineer and environmental planning functions to prepare and execute CE programs and plans. Ensures coordination and/or collaboration with all appropriate agencies. Performs Quality Assessment Evaluation and develops Statement of Work on non-technical contracts, interfaces with host nations on maintenance requirements, purchase agreements, and service contracts. Manages and advises on issues related to the operation career field. Resolves complex issues related to CE cost and reimbursement, work performance, progress trends, standards, and policies. Manages Civil Engineer Material Acquisition processes and systems. Performs Civil Engineer Class IV construction material, storage management, receiving, processing, and requisitioning.

AFSC

AFSC 3E671: **Knowledge** Knowledge is mandatory of CE policies, operations practices, and procedures for constructing, maintaining, and operating real estate, facilities, systems, and equipment; supply procedures, directives, and policies; information management systems use; and work force management requirements, interpretation, and application of technical

guidance, directives, operational plans, and command policies. **Education.** For entry into this specialty, completion of high school with courses in mathematics, and English composition is mandatory. Accounting, typing, and computer operations are desirable.

Training. For award, applicant must be willing to cross-train into 3E6X1. 3E631, Completion of Operations Management Apprentice Course J3ABR3E631 00AG and CE 3-Level Common Core distance learning course.

Experience. The following experience is mandatory for award of the AFSC indicated. Qualification in and possession of any Civil Engineer 7-level AFSC. Completion of iEMS Operations Certification is desirable.

SPECIAL INFORMATION (IF APPLICABLE)

1. Appropriate military uniform will be worn during duty hours.
2. Existing MDANG promotion policies apply.
3. Initial tours may not exceed 4 years. Follow-on tour lengths may be from 1 to 6 years.
4. Official notification to applicants of selection or non-selection is by letter from the Human Resources Office (HRO).
5. May be authorized PCS IAW the JFTR.
6. Must currently have or be able to obtain SECRET clearance.
7. Must hold any Civil Engineer 7-LEVEL AFSC to apply
8. Start Date based upon resource availability

APPLICATION PROCEDURES / REQUIRED DOCUMENTS (IF APPLICABLE)

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
APPLICATIONS WILL NOT BE RETURNED!

SUBMIT APPLICATION IN ORDER LISTED BELOW

- ☐ NGB Form **34-1 Application for Active Guard Reserve (AGR) Position, DATED 20131111**, Signed, dated and annotated with Vacancy Announcement Number.
- ☐ Military Personnel **Report of Individual Person (RIP) Attached, or Virtual MPF Inquiry Will Suffice.**
- ☐ AGR Profile Verification Statement (**fourth page of this announcement**).
- ☐ Most Recent Air Force Fitness Management System (AFFMSII)
- ☐ Letters of Recommendation, Cover Letter, Resume and other attachments are permitted, but are not mandatory.
- ☐ All DD214s or NGB 22
- ☐ Completed Questionnaire (**below**)

For Positions Advertised to "Current On-Board AGR Applicants Only":

- ☐ **Current On-Board AGR** member, you must submit Commander Memorandum of Authorization with your application.

Questionnaire:

Y/N

- ☐ Are you currently a Maryland Air National Guard Member? _____
- ☐ Are you currently AGR? If so, what State? _____
- ☐ Are you currently a Technician? If so, what State? _____
- ☐ Are you currently deployed? If so, what location? _____
- ☐ Are you currently on ADOS? If so, with who? & what is the ending date? _____
- ☐ Are you currently in a "fenced" position? _____

Please provide current telephone number and **Military Email** address (Selection and Non-selection Memos will be sent via **Encrypted Email**): _____, _____

FORWARD APPLICATIONS AND ATTACHEMENTS VIA EMAIL TO: 175.WG.HRO.AGR.PROGRAM.Org@us.af.mil
SUBMIT ONE PDF DOCUMENT ENTITLED: 27-010a (LAST NAME) – CE OPERATIONS SUPERINTENDENT

ALL APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY! NO EXCEPTIONS.
Applications must be received in the HRO office, not later than close of business on the closing date.
Applications received after the closing date WILL NOT BE CONSIDERED.

Human Resources Office
ATTN: NGMD-HRO-AGR-AIR
Fifth Regiment Armory
29th Division Street
Baltimore, MD 21201-2288

**AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. FITNESS PROGRAM TEST VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH AFI 36-2905

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:___ U:___ L:___ H:___ E:___ S:___ X Factor ___ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

ATTACH TO NGB FORM 34-1
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION