

**NEBRASKA NATIONAL GUARD  
HUMAN RESOURCES OFFICE  
2433 NW 24<sup>TH</sup> STREET  
LINCOLN, NEBRASKA 68524**

**NATIONWIDE ACTIVE GUARD RESERVE VACANCY ANNOUNCEMENT**

**Announcement Number:** AGR-AF-24-018  
(Concurrent with Tech announcement AF-24-029)

**Closing Date:** 23 February 2024

**Position Title:** CTK Program Manager

**Location:** 155<sup>th</sup> MXG, Lincoln, NE

**Military Grade Range:** SSgt/E5 Minimum - TSgt/E6 Maximum

**Military Requirements:** Designated AFSC for this position is 2AXXX or 2WXXX. Must be able to obtain and maintain a Secret security clearance. Must be US citizen, have normal color vision and be able to lift 40lbs. Must have PULHES of 333232 and ASVAB Mechanical score of 41. **Applicants will review the qualifications for the award of this AFSC in the AFECD. Failure to review these qualifications may result in the applicant not being eligible for the position.**

**Area of Consideration:** All **On Board AGRs** of the Nebraska Air National Guard in the grades of SSgt/E5 through TSgt/E6 with a 7 level in an AFSC of 2AXXX or 2WXXX may apply for this position.

**Specialty Summary.** Maintains aircraft, support equipment, and forms and records. Performs and supervises flight chief, expeditor, crew chief, repair and reclamation, quality assurance, and maintenance support functions.

**Duties and Responsibilities:**

1. Responsible for development of training for all newly assigned personnel to the maintenance group on tool accountability and initiates members in TCMAX. Provides and develops training for new Consolidated Tool Kit (CTK) custodians and continued training for custodians on trending issues. Facilitates the transfer of CTK assets when custodians are replaced. Chairs CTK program meeting with MXG CTK custodians.
2. Performs audits of all MXG CTK programs virtually via TCMAX and in person. Conducts reviews of annual inspections, key control, appointment letters, spare tools, MIL accuracy, spare tools, and dispatch able hazmat on scheduled and unscheduled intervals. Identifies and resolves program deficiencies from document research, subject matter experts, interviews, and work observations. Reports findings of audits to maintenance supervision and participates in validation of CTK related corrective action plans. Participates in meetings with management to resolve critical or controversial CTK issues.
3. Reviews local and parent AFI guidance for group compliance and applicability. Proposes Policy changes to maintenance supervision for implementation. Develops maintenance operating instructions (MOIs) and other program policy documents.
4. Base PMEL coordinator, sets schedule for trips, coordinates drivers, and provides status of PMEL items to users.
5. Local manufactured tool POC. Will validate local manufactured tools within the MXG, facilitate creation of new tools, and maintain record of each.
6. Supports Unit Deployment Manager (UDM) by providing information for deployable CTKs for readiness reports. Assists with equipment packing/palletizing for deployments/TDYS/exercises.
7. Participates in unit inspections/exercises/deployments/TDYS. Performs other additional duties as defined.

*The Military Department of Nebraska is an Equal Opportunity Employer*

## **Specialty Qualifications:**

3.1. Knowledge. Knowledge is mandatory of: principles applying to aircraft systems; flight theory; hydraulic principles; electrical theory; principles, concepts, and application of maintenance directives and data reporting; using technical data; technical order use; Air Force supply and deficiency reporting procedures; and proper handling, use, and disposal of hazardous waste and materials.

3.2. Education: For entry into this specialty completion of high school is mandatory. Completion of related vocational courses is highly desirable.

3.3. Training.

3.3.1. For award of AFSC 2A534X, completion of a suffix specific basic aircraft maintenance course is mandatory.

3.3.2. For award of AFSC 2A574, complete craftsman aircraft maintenance course, if applicable.

3.4. Experience. The following experience is mandatory for award of the AFSC indicated:

3.4.1. 2AXXX. Qualification in and possession of AFSC 2AXXX.

3.4.2. 2WXXX. Qualification in and possession of AFSC 2WXXX.

3.5. Other. The following are mandatory as indicated:

3.5.1. For entry into this specialty, the following are mandatory:

3.5.1.1. Normal color vision as defined in AFI 48-123, Medical Examinations and Standards.

3.5.1.2. See attachment 4 for additional entry requirements.

3.5.2. For award and retention of these AFSCs:

3.5.2.1. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.

3.5.2.2. Specialty requires routine access to Tier 3 (T3) information, systems, or similar classified environment. For award and retention of AFSC 2A5X4/X, completion of a current T3 Investigation required IAW DoDM 5200.02, AFMAN 16-1405, Air Force Personnel Security Program, is mandatory.

## Application Instructions:

Please read the application instructions as there have been changes to the application and process for applying.

**!!! IMPORTANT NOTICE!!!**

Applications will be screened after the job closing date, not prior. Please review your application for accuracy before you submit it to HRO. Nothing will be added to the application after 1600 hrs on the closing date.

E-mail may be sent to [ng.ne.nearng.list.hro-agr-job-apps@army.mil](mailto:ng.ne.nearng.list.hro-agr-job-apps@army.mil) with a subject line of "Job Application AGR-AF-\_\_-\_\_ (list job announcement number)". Electronic applications will be submitted as one attachment. **Applications submitted in multiple attachments will not be accepted. Applications submitted in binders or document protectors will not be accepted.** Applications or attachments which are unreachable or cannot be opened will not be accepted or considered.

Packets without the appropriate documents or a written explanation will not be processed for interviews. Applicants will use the following checklist to ensure proper documentation is submitted.

Yes  No 1. **Application for Active Guard/Reserve (AGR) Position, NGB Form 34-1, dated 20131111.** This form can be downloaded from the [ne.ng.mil](http://ne.ng.mil) website. **Previous versions of the form will not be accepted.** Application must be signed and written explanations for YES answers must be provided within the application packet. \_\_\_\_ (Initials)

Yes  No 2. **Records review RIP or SURF Sheet** \_\_\_\_ (Initials)

Yes  No 3. **Last 3 Officer / Enlisted Performance Reports (OPR / EPR),** or Statement addressing missing reports. Does not apply to traditional, enlisted Airmen or if you have not required 3 OPR/EPR's. \_\_\_\_ (Initials)

Yes  No 4. **Current Point Credit Summary** - Applies to Reserve Component/ANG Only \_\_\_\_  
 Yes  No 5. **Current Flying History Report** (if applicable) \_\_\_\_ (Initials)

Yes  No 6. **AF 422 or DD 2992** (showing current physical PULHES) and PHA within 12 months \_\_\_\_ (Initials)

Yes  No 7. **AF Fitness Assessment with current Fit Test Score and Fit Test History**  
Member must provide current documentation showing they meet the **fitness standard score of 75 or higher** IAW NGB/AIPOF Memorandum dated, 1 Oct 08, Subject: Interim Guidance Implementation of Standard Fitness Score for Purposes of Promotion and Reenlistment, Effective 1 October 2008, AWGI 10-248, and ANGI 36-101. \_\_\_\_ (Initials)

The use of official mail to forward employment applications is prohibited. Applications submitted using government postage will not be considered.

Mail applications to: NE National Guard  
Human Resource – AGR Branch  
2433 NW 24th Street  
Lincoln, NE 68524

*The HRO is not responsible for any malfunctions when using electronic means to transmit job applications. Applicants may request to verify receipt of their application through e-mail or telephonically.*

**The Nebraska National Guard is an equal opportunity employer; we do not discriminate on the basis of race, gender, sexual orientation, religion, national origin or ethnicity.**