



M MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
CEDAR STREET ARMORY – 600 CEDAR STREET
ST. PAUL, MN 55155-2004
TELEPHONE: (651) 282-4155 DSN: 825-4155



**MERIT
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 23-218**

OPENING DATE: 6 FEB 2023

CLOSING DATE: 11 FEB 2023

RANK/GRADE: CMSgt/E-9

POSITION TITLE: Force Support Squadron Superintendent

AFSC: 3FXXX

DUTY LOCATION: 133rd Force Support Squadron, Saint Paul, MN

SELECTING OFFICIAL: Lt Col Kurt Steinmetz, Commercial: 612-713-2021

WHO MAY APPLY: ENLISTED (SMSgt/E-8 to CMSgt/E-9) are eligible to apply. Must already have a 3FXXX AFSC. The military grade of the supervisor must equal or exceed the grade of personnel supervised. **For Merit Announcements, eligibility is limited to personnel currently assigned to the 133rd Airlift Wing and Joint Force Headquarters, Minnesota Air National Guard who are serving permanent Active Guard/Reserve (AGR) tours.** Members must remain in the position to which initially assigned for a minimum of 24 months. Waivers may be approved in exceptional circumstances by TAG.

REMARKS: Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. Member selected will not be accessed until incumbent vacates position. Promotion to CMSgt/E-9 is subject to eligibility, available control grade, and a valid UMD position.

DUTIES AND RESPONSIBILITIES: Exercises supervisory personnel management responsibilities. Advises and provides counsel to employees regarding policies, procedures, and directives of management. Selects or recommends selection of candidates for vacancies, promotions, details, and reassignments in consideration of skills and qualifications, mission requirements, and EEO and diversity objectives. Develops, modifies, and/or interprets performance standards. Explains performance expectations to employees and provides regular feedback on strengths and weaknesses. Holds employees responsible for satisfactory completion of work assignments. Identifies employee developmental needs and provides or arranges for training (formal and on-the-job) to maintain and improve job performance. Encourages self-development. Approves master leave schedule assuring adequate coverage for peak workloads and traditional holiday vacation time. Manages, directs, and executes wide spectrum of force support operations (Personnel, Base Education & Training, Family Readiness, Installation Personnel Readiness, and Base Services) for wing customers which requires the development of policies and procedures unique to each command in an environment of constantly changing priorities and missions. Develops policies, coordinates, and performs all force support functions for organizations at all levels of serviced installations. Oversees the development and effective implementation of Standard Operating Procedures (SOPs) for all areas of responsibility; and ensures that training needs are planned and implemented on a timely basis to meet constantly changing policy and procedures. Provides expert interpretation on regulatory and administrative guidelines in accordance with generally accepted principles relating to a wide spectrum support operation. Conducts analysis to determine the effectiveness of operations, compliance with established policies and procedures, reliability of transactions and validity of supporting documentation. Manages the review of a variety of policies, guidelines, data, documents, reports, processes, and procedures to determine trends and data integrity. Identifies actual and potential problem areas and develops actions and tasking to improve operations, correct deficiencies and resolve all discrepancies, differences and problems posed by internal and external sources. Implements the organization's self-inspection program; reviews formal inspection reports, audits, complaints, and other reports to ensure adverse findings are addressed/corrected within the allotted time frame. Directs self-assessment activities of subordinate supervisors. Participates in formal and informal management planning, policy, and decision-making sessions. Participates in conferences, workshops and other meetings with key personnel concerning Force Support matters involving the changing of mission requirements, new laws and/or directives. Performs other duties as assigned.

HOW TO APPLY: Applicants must forward the forms listed below to arrive in the Human Resource Office no later than the Closing Date indicated above. E-mail applications to nq.mn.mnarnq.mbx.assets-hro@army.mil subject line must read (AGR application 23-218 last name). **If possible, please scan packet in as a .SINGLE .pdf file.** If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application 23-218 Smith, 1 of 2). For questions, please call 651-282-4155 or email nq.mn.mnarnq.mbx.assets-hro@army.mil

REQUIRED: Complete page 2 of this announcement
Attach a copy of your most current RIP/Multi-page Duty History from vMPF
Two most recent EPRs
Report of Individual Fitness (AFFMS) (AFFMS one page summary)

MEMORANDUM FOR NGMN-PEH

Date: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 23-218,

- 1. I request consideration for the above vacancy.
- 2. Copies of my most recent RIP and last two EPRs are attached.
- 3. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

<u>Organization</u>	<u>Duty Position/AFSC</u>	<u>Dates of Employment</u>	<u>Supervisor</u>	<u>Phone Number</u>

- 4. I am qualified in the following AFSCs:

- 5. Highest civilian education completed: _____.
- 6. Most recent physical: Date _____
- 7. Where I can be contacted at: Home Phone _____ Work _____
- 8. Home Address: _____
- 9. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law? (If yes attach a separate sheet fully explaining)
- 10. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 9? (If yes attach a separate sheet fully explaining)
- 11. Additional comments (you may include personal references):

Signature: _____

Name, Rank: _____

Position Title: _____

FORWARD APPLICATION TO: ng.mn.mnarnq.mbx.assets-hro@army.mil

The Minnesota Department of Military Affairs is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. If you have information or questions regarding this issue, please contact the Equal Employment Manager at 651-282-4472.