



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 24-096**

**OPENING DATE:** 22 NOV 2023

**CLOSING DATE:** 06 December 2023

**RANK/GRADE:** MSgt/E-7

**POSITION TITLE:** Quality Assurance Specialist

**AFSC:** 2AXXX, 2RXXX, 2WXXX

**DUTY LOCATION:** 148<sup>th</sup> Aircraft Maintenance Group, 148<sup>th</sup> Fighter Wing, Duluth, MN

**SELECTING OFFICIAL:** CMSgt Ryan Gigliotti, Comm: 218-788-7394 or DSN: 825-7394

**WHO MAY APPLY:** ENLISTED (SSgt/E-5 thru MSgt/E7) are eligible to apply. Currently the UMD supports up to TSgt/E6. Higher grades may apply; however, may take an administrative reduction in rank if selected. Must hold 2AXXX, 2RXXX, 2WXXX AFSC to apply. 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 148<sup>th</sup> Fighter Wing, Minnesota Air National Guard who are serving permanent Active Guard/Reserve (AGR) tours.**

**REMARKS:** Acceptance of an AGR Position may result in termination of Selected Reserve bonuses. If selected, future promotion to MSgt/E7 is possible without further competition but is subject to eligibility and a valid UMD position. 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. Member selected will not be accessed until incumbent vacates position. For positions requiring the operation of motor vehicles, candidates must have a valid state driver's license for the state in which they live or are principally employed. For positions requiring a security clearance (Secret or Top Secret) the applicant must possess or be able to obtain a clearance within one year of appointment.

**DUTIES AND RESPONSIBILITIES:** The primary purpose of this position is to establish and execute a planned systematic approach of quality assurance for all areas of aircraft maintenance, designed to provide the maintenance managers confidence that aircraft, aircraft systems, munitions, equipment, products or supporting processes conform to technical, safety, workload and customer requirements. The overall objective is to ensure that quality considerations are addressed and requirements achieved for all aircraft maintenance work and support functions to ensure end items perform as intended with reliability. Serves as the primary technical advisory process in the maintenance organization designed to assist maintenance managers. Serves as the Quality Assurance Specialist (QAS) for the planning, implementation and execution of a quality assurance program that includes the full range of quality principles, concepts, inspection techniques, surveillance and evaluations related to quality assurance functional programs of all assigned aircraft, aircraft components, aerospace ground equipment, electronic equipment & systems, armament, munitions, engines, associated systems and maintenance personnel from numerous job series, and maintenance disciplines. Serves as the Office of Primary Responsibility (OPR) for wing maintenance policy, advising supervisors and employees on both general policy and specific maintenance matters. Makes decisions and recommendations on technical concerns presented by supervisors. Utilizes a comprehensive knowledge and ability to interpret Air Force Instructions, Technical Orders, engineering drawings, product specifications, Air Force Occupational and Health (AFOSH) and environmental standards, public law, and locally developed policy. Executes the evaluation program and accumulates data using Inspection and Evaluation techniques such as Task Evaluations, Quality Verification Inspections, Special Inspections, Personnel Evaluations and Management Inspections. Monitors and assesses the organization's quality program and elements of the program to gauge compliance with directives and established processes. Collaborates with the Maintenance Group Commander, Maintenance Squadron Commanders, and Quality Assurance Supervisor to plan, develop, implement, inspect, and report numerous critical compliance issues and review the Configuration Management (CM) programs. Serves as the Aircraft Weight and Balance program manager utilizing complex computer based programs, data bases, electronic weighing apparatus, and integrated weight and balance computers for the Wing to maintain strict accounting of aircraft weight and balance for safe flight operations. Reviews wing depot-level assistance requests developed in accordance with tech orders. Serves as the authority for determining applicability of Time Compliance Technical Orders (TCTO) and One Time Inspections (OTI). Serves as the government's on-site Quality Assurance Representative (QAR) and is the liaison between contractor and government personnel. Maintains direct contact with the NGB staff and with counterparts at other ANG bases in order to resolve problems affecting maintenance capabilities and compliance. Participates in conferences, seminars, or study groups as the aircraft maintenance representative for the Wing or NGB. Manages and conducts quality verification inspections and surveillance inspections of conventional weapons systems and components. 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 [ngmn.mailbox.assets-hro@us.af.mil](mailto:ngmn.mailbox.assets-hro@us.af.mil) subject line must read (AGR application 24-096 last name). **Combine all documents into a SINGLE .PDF File.** If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application 24-096 Smith, 1 of 2). For questions, please call 651-282-4990 or email [ngmn.mailbox.assets-hro@us.af.mil](mailto:ngmn.mailbox.assets-hro@us.af.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 (myFitness)

**ANNOUNCEMENT NUMBER: ANG 24-096**

**MEMORANDUM FOR NGMN-PEH**

**Date:** \_\_\_\_\_

**SUBJECT:** Application for Merit AGR Vacancy Announcement ANG 24-096,

1. I request consideration for the above vacancy.
2. Copies of my most recent RIP, current myFitness report, 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:** [ngmn.mailbox.assets-hro@us.af.mil](mailto:ngmn.mailbox.assets-hro@us.af.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.