



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 24-564**

**OPENING DATE:** 17 July 2024

**CLOSING DATE:** 31 July 2024

**RANK/GRADE:** SMSgt/E-8

**POSITION TITLE:** Production Controller (Scheduling)

**AFSC:** 2R291

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

**SELECTING OFFICIAL:** CMSgt Brian Brown, Comm: 218-788-7354 or DSN: 825-7354

**WHO MAY APPLY:** **ENLISTED (MSgt/E7 Promotable to SMSgt/E-8)** are eligible to apply. Must hold 2AXXX, 2WXXX or 2RXXX AFSC to apply. Higher grades may apply; however, may take an administrative reduction in rank if selected. 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.** 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 may result in termination of Selected Reserve bonuses. Member selected will not be accessed until incumbent vacates position. Promotion to SMSgt/8 is subject to eligibility, control grade and a valid UMD 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 perform preliminary planning and long term forecasting of utilization of aerospace vehicles, engines, and associated support equipment. Responsible for advising, planning and coordinating aircraft maintenance requirements and utilization scheduling between maintenance, operations, and external organizations. Actively participates in the Wing Flying Hour Working Group for planning, scheduling, and execution of the Wing's Flying Hour Allocation process. Verifies and reconciles the accuracy of unit flying hour allocations daily with Wing Operations Group and as directed with NGB AVDO and the Flying Hour Analyst. Reviews both immediate and long-range requirements based on current workload forecasts and conditioned based maintenance and develops plans for obtaining resources to meet production requirements. Maintains historical documents and maintenance data essential for aircraft records accuracy. Review and report status of decentralized records to maintenance operations flight supervisor. Acts as the wing Aerospace Vehicle Distribution Officer (AVDO), coordinates aircraft transfer between organizations, generates specific documentation (AFTO Form 103, Aircraft/Missile Condition Data). Participates in the development and maintenance of the Programmed Depot Maintenance (PDM) schedule for all assigned aircraft and equipment. Develops and maintains job standard master listings (JML) for assigned equipment in the MIS in coordination with functional work centers. Responsible for managing assigned weapon system Time Compliance Technical Order (TCTO) programs. 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 24-564 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 24-564 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)

MEMORANDUM FOR NGMN-PEH

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

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 24-564,

- 1. I request consideration for the above vacancy.
- 2. Copies of my most recent RIP and last two EPR/EPB, and fitness scores 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.