



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 24-651**

**OPENING DATE:** 19 September 2024

**CLOSING DATE:** 16 October 2024

**RANK/GRADE:** CMSgt/E-9

**POSITION TITLE:** Aircraft Maintenance Supervisor

**AFSC:** 2A300

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

**SELECTING OFFICIAL:** Major Mylii Pukema, Comm: 218-788-7311 or DSN: 825-7311

**WHO MAY APPLY:** **ENLISTED (SMSgt/E8 Promotable to CMSgt/E-9)** are eligible to apply. Any AFSC may 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 CMSgt/E-9 is subject to eligibility a valid UMD position and control grade. 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 work involves the total maintenance of complex, high performance military aircraft, ranging from multi-purpose heavy, multi engine transports to the most modern sophisticated fighters and bombers. Plans the overall allocation of personnel, funding and equipment resources to the organizational segments supervised to accomplish work operations which, because of their scope, volume, complexity, operational tempo, and total force integration must be planned on an annual or longer basis. Plans work on an annual or multiyear basis, to include: aircraft and aircraft system modifications (Time Change Technical Orders), maintenance equipment and facilities update and modernization, deployment and mobility planning, human resources and financial forecasting, recurring Air Force mandated inspection requirements, mission and weapons systems changes, contingency planning relating to carrying out the military mission of the wing, and the development of policies and procedures in the accomplishment of the work. Significant but shorter requirements involve daily, weekly, and quarterly planning. Analyzes work plans developed by subordinate supervisors for accomplishment of assigned directives. Determines status of work accomplished in relation to future demands, including unanticipated or emergency requirements mandating reallocation of resources as required. Participates fully with higher level management and staff organizations in interpreting changing environmental requirements to include work techniques, specification changes, standard improvements, modifications to organizational structures, mission alignments and changes, equipment modernization, facility requirements and improved workflow processes. Functions as an integral member of unit's planning process, serving as the responsible technical resource for a maintenance division. Has national level impact, attending future systems road map planning conferences such as Product Improvement Working Group (PIWG), System Supportability Review (SSR) and Systems Safety Group (SSG) meetings as an Air National Guard subject matter expert. Coordinates and directs the work of units supervised. Assigns and explains work requirements to subordinate supervisors and sets deadlines. Balances workload for subordinate work groups. Prepares and/or provides inputs to operating instructions and initiates work plans to be followed by subordinate workers in accomplishing critical or emergency work projects. Spot checks work operations to assure production and quality standards are achieved. Coordinates work operations with other organizations and functions. Encourages employees to achieve management goals. Recommends promotion or reassignment of subordinate supervisors and reviews personnel actions prepared by them. Makes formal appraisal of supervisors' work performance and reviews employee appraisals submitted by them. Determines long range and supervisory training needs for all levels of subordinates developing resource options, justifications and methods to accomplish training. Schedules and approves leave. Ensures that position descriptions are accurate and that position management principles are followed. Assures that appropriate production reports and administrative records are maintained. Acts on personnel problems referred by subordinate supervisors. Hears and resolves grievances and ensures proper corrective action is taken. Implements safety regulatory requirements. Ensures that subordinates wear appropriate safety equipment and follow pertinent safety precautions. Prepares for and participates in various types of readiness evaluations, inspections, mobilization and command support exercises, and Operations Other Than War (OOTW).

**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 24-651 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 24-651 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 24-651**

**MEMORANDUM FOR NGMN-PEH**

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

**SUBJECT:** Application for Merit AGR Vacancy Announcement ANG 24-651,

1. I request consideration for the above vacancy.
2. Copies of my most recent RIP, last two EPR/EPBs, 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.