



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 25-060

OPENING DATE: 06 November 2024

CLOSING DATE: 21 November 2024

RANK/GRADE: SMSgt/E-8

POSITION TITLE: Supervisory Facility Operations Specialist

AFSC: 3E000

DUTY LOCATION: 148th Civil Engineering Squadron, 148th Fighter Wing, Duluth, MN

SELECTING OFFICIAL: Lt Col Joseph Solberg, Comm: 218-788-7339 or DSN: 825-7339

WHO MAY APPLY: **ENLISTED (MSgt/E7 promotable to SMSgt/E-8)** are eligible to apply. Must hold 3EXXX AFSC or able to obtain within 1 year. 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 148th 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/E-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 serve as a first level supervisor, providing planning, directing, organizing and exercising control over nonsupervisory employees assigned to the unit. Incumbent typically supervises the following personnel and their functions: Production Control (Construction), Production Controller, Power Production Technician, Water & Fuels Maintenance Technician, CE Supply Technician, State Superintendent, Administrative Assistant and all maintenance and state accounting personnel. Through the application of management principles, incumbent interviews applicants, selects employees, and promotes good working conditions. Determines the type of personnel required to operate and maintain facilities, evaluates employee effectiveness and identify training needs, provides formal or on-the-job instruction in building operation and maintenance functions. Responsible for the sustained reliability of Real Property Facilities in support of ANG organizations. Establishes and executes work involving the planning and directing of comprehensive programs for the operation, maintenance, repair, and improvement of Government facilities for the wing Operation and Maintenance (O&M) programs. Provides critical input to the Base Civil Engineer (BCE), through the CE Commander Facility Investment Matrix (FIM), Base Master Plan, Space Utilization Plan, Asset Management Plans (AMP), S-Files and Facility Utilization Board (FUB) agendas. Develops and implements long range plans for the maintenance or repair of real property facilities to include, but not limited to the life cycle of roofs, airfield pavements, fuels storage, corrosion control, and utility systems, and Real Property Installed Equipment (RPIE). Contributes to the management and execution of lead, mold and asbestos abatement plans, energy conservation initiatives, refrigerant management programs, and contingency response plans that affect the base and any local support agreements. (i.e. Airport Joint Use Agreement; Installation Support Services Agreements (ISSA), mutual aid agreement, utility agreement, and the Master Cooperative Agreement (MCA). Functions as the Civil Engineer Federal Resource Advisor and primary representative to the Base Financial Working Group (FWG). Supervises and directs the formulation, integration and advocacy of organizational financial budgets and provides inputs to support PPBS issues. Serves as primary consultant to unit commander for all CE financial issues. Develops and exercises contingency response plans necessary to sustain mission essential activities in the event of failure or interruption of primary systems. Such plans include application of power generators, availability of critical spare materials, and the expeditious availability of maintenance resources. Implements, directs and manages wing energy programs to include education, conservation, and usage reporting through Air Force Energy Reporting System (AFERS). Coordinates with engineering staff for development of Energy Savings Performance Contracts (ESPC). The position provides critical direction in contract development and execution. Incumbents input to Statements of Work (SOW), project books, and the design process to ensure successful execution of the Base Master Plan. The Facility Manager may be designated as Task/Job Order Contractor (T/JOC) coordinator for the base. This position plays a key role and possesses a vast knowledge of all CE regulations, directives and guidance. Ensures compliance with federal standards including Occupational Safety and Health Administration (OSHA), Air Force Occupational Safety and health (AFOSH), Environmental Protection Agency (EPA), National Fire Protection Association (NFPA), Unified Facilities Criteria (UFC), Air Force Instructions (AFI), Air National Guard Instructions (ANGI), Department of Defense Instruction (DODI) as well as, other Federal, State and local standards. Perform 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 subject line must read (AGR application 25-060 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 25-060 Smith, 1 of 2). For questions, please call 651-282-4990 or email 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 25-060

MEMORANDUM FOR NGMN-PEH-A

Date: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 25-060,

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>
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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

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.