



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 25-069

OPENING DATE: 13 November 2024

CLOSING DATE: 09 December 2024

RANK/GRADE: SMSgt/E-8

POSITION TITLE: Command Support Staff Superintendent

AFSC: 3F5X1

DUTY LOCATION: 148th Force Support Squadron, 148th Fighter Wing, Duluth, MN

SELECTING OFFICIAL: CMSgt Damon Walker, 218-788-7330, DSN 825-7330

WHO MAY APPLY: ENLISTED (MSgt/E7 to SMSgt/E-8) are eligible to apply. Must hold 3F5X1 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 148th 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. 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. 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.

DUTIES AND RESPONSIBILITIES: Plans, organizes, and oversees the full complement of activities within the Commander's Support Staff (CSS). Oversees CSS programs to facilitate the Wing, Group and squadron commander's vision. Oversees workflow and tasking to ensure personnel and administrative processes are completed as required. Reviews organization mission, functions, and manning requirements. Identifies requirements and initiates requests for additional resources including personnel, overtime, equipment, supplies, and space to ensure success in meeting goals and objectives. Provides advice to senior staff on significant issues and problems related to work accomplishment. Establishes metrics and analysis systems to ensure actions are timely processed, measured, and reviewed at critical points. Performs self-inspection and presents detailed and comprehensive report with any corrective action taken to supervisor. Follows-up to ensure complete and quality resolution of discrepancies. Responsible for coordination with Force Support Squadron on all matters related to Commander Support Staff (CSS) manning, training, and personnel related issues. Manages a myriad of Commander's programs detailed in the CSS Personnel Services Delivery Guide. Utilizes personnel systems to include MilPDS, Virtual Personnel Center (vPC) records, RAW, myFSS, AFPAAS, AROWS, DTS and databases; and completes military personnel status changes or updates. Office Administration: Prepares the preparation and review of outgoing correspondence for conformance with Air Force instructions, policies, format, and assembly; for accuracy of spelling, punctuation, form, grammar; and for completeness of reports and correspondence. Technical Administration: Integrates Information Technology into Group Staff operations. Technical expert in Microsoft Office applications, Adobe Acrobat, Electronic Record Management, and other Air Force information systems to create, copy, edit, and print a variety of standardized documents. Prepares orders for a variety of actions (e.g., special tour, annual tour, school tour, and civilian orders) using the order writing system. Serves as the organizational point of contact and liaison with the Force Support Squadron (FSS). Assists in administering and monitoring personnel resource requirements. 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 subject line must read (AGR application 25-069 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 25-069 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
RIP/Multi-page Duty History from vMPF
Two most recent EPR/EPBs
Report of Individual Fitness (myFitness)

MEMORANDUM FOR NGMN-PEH-A

Date: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 25-069,

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

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.