



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 25-070

OPENING DATE: 26 November 2024

CLOSING DATE: 10 December 2024

RANK/GRADE: Capt/O-3 or Major/O-4

POSITION TITLE: Supervisory IT Specialist

AFSC: 17D3
Within 12 months

DUTY LOCATION: 148th Communications Squadron, 148th Fighter Wing, Duluth, MN

SELECTING OFFICIAL: Colonel Ryan Kaspari, Comm: 218-788-7202 or DSN: 825-7202

WHO MAY APPLY: **OFFICER (Capt/O-3 and Maj/O-4)** are eligible to apply. Any AFSC may apply. Must become AFSC qualified within 12 months. 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: Member selected will not be accessed until incumbent vacates position. For positions requiring a security clearance the applicant must possess or be able to obtain the required clearance level within one year of appointment. Must be certified IAW DOD 8570.01-M, Federal Information Security Management Act of 2002, Clinger Cohen Act of 1996 and current AF directives. THIS POSITION CONDUCTS INFORMATION ASSURANCE FUNCTIONS. THE INCUMBENT SHALL COMPLY WITH THE REQUIREMENTS OF THE CERTIFICATION PROGRAM AND WILL BE REQUIRED TO OBTAIN AND MAINTAIN CERTIFICATION. CERTIFICATION REQUIREMENTS ARE OUTLINED IN DOD INSTRUCTION 8570.01-M.

DUTIES AND RESPONSIBILITIES: Directs and oversees all communications functions for the Wing and Base, ensuring mission accomplishment and optimal resource use. This includes setting policies, monitoring support programs, and managing planning and programming activities. Responsible for funds distribution, economic analysis, budget administration, and material management. Advises on production and quality requirements, mission objectives, and logistics needs. Develops communications fiscal policies to align with federal laws and higher directives, ensuring comprehensive support to subordinate organizations. Maintains information assurance certifications in accordance with DoD and federal regulations to uphold security policies and practices. Coordinates communications activities with various agencies, determining organizational goals and objectives. Exercises supervisory authority, including performance evaluations, granting leave, recommending promotions, and initiating disciplinary actions. Provides guidance to unit members on logistics, multimedia, telecommunications, and technical services. Collaborates with supervisors to identify training needs and develops strategies for hiring and professional development. Reviews evaluations of subordinate supervisors and addresses grievances and disciplinary issues. Works with support organizations to create an integrated approach for problem-solving, particularly in local area network changes. Ensures effective management of unit Quality Assurance and Standardization programs. Develops innovative procedures to address unprecedented technical challenges. Formulates comprehensive training plans for C4 and logistics activities. Develops CONUS and overseas deployment strategies aligned with mission goals and inspection schedules. Identifies modernization needs for facilities and equipment, coordinating planning activities with higher headquarters. Manages training goals to maintain workforce qualifications and oversees unit mobility programs, ensuring personnel are prepared for communications tasks. Monitors daily expenditures of materials and manpower to meet both peacetime and wartime mission objectives. Identifies and addresses potential resource shortages. Develops an IT acquisition framework compliant with the Information Technology Management Reform Act (ITMRA), integrating Air Force and DOD acquisition structures. Creates coordinated policies to support strategic planning, programming, budgeting, and system maintenance processes. Highlights additional funding requirements to the National Guard Bureau (NGB). Ensures all support agreements and MOUs are properly coordinated and approved. Reviews Service Level Agreements to assess local customer impacts, prioritizing quality service issues for effective mission accomplishment. Operates under the broad direction of the Mission Support Officer, exercising independent judgment to manage assigned program areas. Plans and programs work independently, with results reviewed for mission accomplishment. Coordinates with higher headquarters, Program Management Offices, OEM vendors, and contracted support facilities for issue resolution. Utilizes various methodologies to gather necessary information for task completion. Oversees safety conditions and practices within the unit, providing workforce guidance on safety matters. Ensures periodic inspections are conducted to rectify any unsafe conditions. Provides input on support agreements to ensure clarity in identifying necessary products and services.

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 25-070 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 25-070 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
Current RIP/Multi-page Duty History from vMPF
Two most recent OPR/OPBs
Report of Individual Fitness (myFitness)

ANNOUNCEMENT NUMBER: ANG 25-070

MEMORANDUM FOR NGMN-PEH-A

Date: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 25-070,

1. I request consideration for the above vacancy.
2. Copies of my most recent RIP, OPR/OPBs, and current 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.