



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 25-132

OPENING DATE: 15 April 2025

CLOSING DATE: 29 April 2025

RANK/GRADE: MSgt/E-7

POSITION TITLE: Resource Advisor

AFSC: 8UXXX

DUTY LOCATION: 148th Maintenance Operations Flight, 148th Fighter Wing, Duluth, MN

SELECTING OFFICIAL: Maj Joshua Kolkind, Comm: 218-788-7586 or DSN: 825-7586

WHO MAY APPLY: **ENLISTED (TSgt/E6 – MSgt/E7)** 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 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. 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: Formulates annual maintenance operating budgets for incorporation into the overall Wing's annual financial plan. Analyzes budget needs for all Maintenance Group production squadrons, flights, and sections taking into consideration the interrelationships of all Group programs, activities, and special functions. Evaluates trends and operating costs which are used in projecting future commitments and obligations. Analyze completeness, accuracy, and reasonableness of all Maintenance Group operating budgetary information. Develops and issues guidance to, and coordinates with maintenance production squadron chiefs in the development of quarterly and annual maintenance operating budgets and budget estimates. Reviews, edits and consolidates maintenance operating budget estimates to ensure compliance with rules, regulations, and procedures. Prepares or edits narrative justifications for projected funding needs and submits to the Wing Budget Office. Reviews annual funding allocations received from the Wing Budget Office in conjunction with all Maintenance Group quarterly funding needs to ensure funding allocations are adequate to meet all projected requirements. Analyzes funding shortfalls and develops recommended programming changes/modifications to be presented to the Group Commander for approval. Prepares, justifies, and submits unfunded and unprogrammed requirements through the Maintenance Group Commander to the Financial Management Board. Monitors the use and rate of expenditure of all Group operating funds through continuing dialogue with all squadron chiefs and review of written documents and records. Prepares and executes the annual AVPOL budget and tracks the obligation rate. Serves as the primary point of contact for projecting AVPOL funding requirements. Monitors fund expenditures to determine the rates of usage against command standards. Ensures the accuracy of billing conducted within the scope of the AVPOL program. Reconciles Defense Energy Support Center (DESC) inter-fund-billing/AirCard transactions with the AVPOL Data Management System. Researches and resolves any erroneous interfund billing issues. Inspects and audits AVPOL documentation. In addition, the incumbent reviews higher headquarters (HHQ) reports and responds and validates expenditures to ensure that flying hour funds are properly recorded. Works with NGB staff on any and all issues pertaining to flying hour funding. Identifies and validates requisitions from base organizations for the non-stock listed, sole source or technical order (T.O.) directed flying hour goods or services. Routinely coordinates with the Base Contracting Office, National Guard Bureau (NGB), DOD Logistics Centers and commercial sources to identify the source of supply being most advantageous to the Government. Coordinates the movement of assets into and out of Wing maintenance organizations. On a daily basis maintains a continuing dialogue with managers from Maintenance Production, Life Support, Maintenance Group, Operations Group, Logistics Readiness Squadron and Finance, in order to provide objective data and analysis for production and management decisions. Analyzes and evaluates historical trends and consumption patterns to ensure the following are prevented: requisitioning assets in excess of need or authorizations, turning in unserviceable assets without appropriate fault desolation/local repair activities being performed, cannibalizing assets prior to turn in to base supply or retention of carcasses.

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 25-132 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 25-132 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 EPR/EPBs
Report of Individual Fitness (myFitness)

ANNOUNCEMENT NUMBER: ANG 25-132

MEMORANDUM FOR NGMN-PEH-A

Date: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 25-132,

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> |
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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.