



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
CEDAR STREET ARMORY – 600 CEDAR STREET
ST. PAUL, MN 55101
TELEPHONE: (651) 282-4155 DSN: 825-4155



OPEN
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 25-258

OPENING DATE: 16 April 2025

CLOSING DATE: 30 April 2025

RANK/GRADE: Maj/O4

POSITION TITLE: Aircraft Maintenance Manager

AFSC: 21AX

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

SELECTING OFFICIAL: Col Scott Prom, Comm: 218-788-7310 or DSN: 825-7310:

WHO MAY APPLY: **OFFICER (Maj/O4- 2nd Lt/O2)** are eligible to apply. Higher grades may apply; if selected may need to take a reduction in rank. The military grade of the supervisor must equal or exceed the grade of personnel supervised.

REMARKS: PCS funding available. 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 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: Directs, manages and determines the unit's overall goals, objectives and efforts to ensure readiness of assigned aircraft, personnel, and equipment to meet wartime, day-to-day mission requirements, and any State Active Duty to support State Emergencies. Plans, organizes, and oversees the activities of the organization to direct flying operations. Partners and collaborates with the Group Commander, other Commanders and other base organizations within the Wing to plan, develop, schedule, and implement a flying program following overarching Operational Risk Management (ORM) concepts, and numerous long-term plans. These plans include Wing/Group Strategic Plan (mission, goals, values, objectives, etc.), Wing Commander's Inspection Program, Base Master Plan (facilities), Communications/Computer Plan (infrastructure capabilities/upgrade), Vehicle Replacement, Deployment Cycle, Aircraft Modification, Depot Input, Force Management and recruiting/retention, weapons system conversions, and base supplements. Coordinates efforts with outside agencies to execute responsibilities. Supervises a workforce that may include Title 32 Military Technicians, Traditional Guard members, Active Guard/Reserve (AGR), Title 5 NG Employees, state employees, other civilian, military duty personnel. Directs a group workforce that operates 24/7 (at least 2 + shifts) and may fluctuate daily to meet the mission requirements. Plans, organizes, and oversees the activities of the organization to direct flying operations. Establishes, reviews, and/or revises policies, procedures, mission objectives, and organization design for the assigned staff, as necessary to eliminate work problems or barriers to mission accomplishment. Executes on-equipment activities to produce properly configured, mission ready weapon systems to meet contingency and training mission requirements for both operations and maintenance personnel. Ensures standardized procedures and organizations among Aircraft Maintenance Units (AMUs). Constantly exercises conflict-resolution skills to de-conflict flying schedule priorities supporting wing mission requirements, Operations and Maintenance Training requirements, and real-world Air Tasking Order (ATO) commitments. This also involves fluctuating deadlines and supporting multiple AMUs at dispersed locations. Incumbent is also expected to make critical decisions involving fleet Urgent and Immediate action Time-Compliance Technical Order aircraft modifications as they affect the flying schedule. Provides critical input to Maintenance Standardization and Evaluation Program (MSEP) process to ensure quality of daily equipment maintenance activities through subordinate functional supervisors. Directs and supervises staff and production functions that affect very complex, high performance aircraft with a wide variety of high cost and sophisticated systems, that controls approximately two thirds of base dollars. Reviews, accepts, amends or rejects work that has been accomplished by the workforce. Manages workforce personnel through consulting, giving advice, counsel, and instructions to supervisors and subordinate employees on general policy and administrative matters, development and all training needs (ensure full capability of members to perform their wartime tasking). Establishes and develops performance standards for assigned supervisory staff, makes decisions on work related problems presented by subordinate supervisors, evaluates subordinate supervisors and reviews evaluations submitted by subordinate supervisors. Develops and executes the squadron Commander's Inspection Program (CCIP) assessing the organizations ability to execute the mission, manage resources, develop personnel and improve the unit. Responsible for the Squadron's Special Certification Roster (SCR) to ensure accuracy and that a sufficient number of personnel are qualified to perform mission critical tasks, meet OPLAN, DOC Statement, Unit Type Code (UTC), and day-to-day maintenance taskings and flying commitments. Hears grievances and serious employee complaints, reviews serious disciplinary cases and problems involving subordinate employees, and determines required action and/or resolutions. Ensures efficient position management is practiced and subordinate position descriptions are accurate. Approves/disapproves leave. Supports equal employment opportunity and labor management relations programs. Administers and participates in an effective labor relations program in compliance with regulatory and statutory guidance. Meets and discusses issues with local and national labor organization representatives as well as representatives of the Federal Labor Relations Authority, Federal Services Impasses Panel, or the Office of Personnel Management. As required, serves as a unit management negotiating team member, providing vital input to the formulation of management's negotiation strategy and proposals. Communicates with test and evaluation agencies to develop tools and test equipment to further enhance.

LENGTH OF TOUR: Member's must remain in the position to which initially assigned for a minimum of 24 months. Waivers may be approved in exceptional circumstances by TAG. Tours may not extend beyond an enlisted member's Expiration Term of Service (ETS). ***Initial AGR tours will be 3 years. Enlisted member will meet an AGR Continuation Board (ACB) in their second year to determine their continued service in the AGR program beyond their initial 3 year tour.***

AGR PROGRAM BENEFITS: Salary is determined by military grade and time in service. Member is authorized Subsistence allowance, Basic Allowance for Housing (BAH), thirty (30) days annual leave; medical and dental care. TRICARE Standard coverage for dependents. Military Exchange and Commissary privileges.

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 25-258 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 25-258 Smith, 1 of 2). For questions, please call 651-282-4990 or email ngmn.mailbox.assets-hro@us.af.mil

REQUIRED: [NGB Form 34-1](#) (Form may be obtained by clicking here <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/>)
Current Report of Individual Person (RIP, multi-page from vMPF)
DD 214(s)
Report of Individual Fitness (myFitness)

AGR PROGRAM MINIMUM QUALIFICATION REQUIREMENTS

1. Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference DAFMAN 36-2905.
2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123. Medical exams must be conducted not more than 12 months prior to entry on AGR duty. HIV test must be within six (6) months prior to the tour start date.
3. Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
4. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
5. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
6. Minnesota Air National Guard enlisted members currently serving in an AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC.
7. A Minnesota Air National Guard/AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from the AGR program.
8. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
9. IAW ANGI 36-101, paragraph 5.7, an individual must not have been previously separated for cause from active duty or previous AGR tour.
10. IAW ANGI 36-101, paragraph 2.1.3.6, AGR personnel may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian).
11. IAW ANGI 36-101, paragraph 2.2.1.2, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 3 of ANGI 36-101.
12. IAW ANGI 36-101, paragraph 6.6.1, members must remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement in exceptional circumstances which must be requested through the AGR member's current full-time OIC.
13. Candidates will be evaluated based on their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.

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.