



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 25-265

OPENING DATE: 17 April 2025

CLOSING DATE: 30 April 2025

RANK/GRADE: MSgt/E-7

POSITION TITLE: Production Controller (Construction)

AFSC: 3E6X1

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

SELECTING OFFICIAL: MSgt Ryan Hall, DSN 825-7408, Comm 218-788-7408

WHO MAY APPLY: **ENLISTED (SrA/E-4 – MSgt/E-7)** This position currently supports up to TSgt, may be promoted to MSgt without further competition. Must hold 3EXXX AFSC to apply. Higher grades can apply; however, they 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 who are serving permanent Active Guard/Reserve (AGR) tours.**

REMARKS: Member selected will not be accessed until incumbent vacates position. Promotions are subject to eligibility, 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: Receives and reviews all work requests for validity, accuracy, and feasibility. Ensures proper coordination with outside organizations such as safety, fire, security, communications, occupational health, and environmental. Serves as the manager of the CES Operations (3E6X1) and material acquisition element. Functions as the office of primary responsibility (OPR) for implementing procedures required in the management and operation of CES unique work control systems. Estimates requirements for materiel, man-hours, and equipment time. Determines funding type, prepares job/work orders, and approves requests within his/her delegated authority. Introduces materiel requirements into the appropriate system(s) and schedules work when materiel is received. Develops and monitors Wing/units work order priority program. Coordinates with engineering/design to obtain blue prints, specifications, and related data concerning projects. Develops plans and specifications to promulgate customer's concepts into workable data. Schedules multi-shop (electrical, structural, mechanical, equipment operations, utilities) phasing for complex work. Follows up to determine if progress is as planned, arranging adjustments in materials, processes, and priority sequences to accommodate unexpected changes, etc. Monitors and controls the flow of work to ensure the most economical and efficient use of personnel, funds, and materials. Establishes in-house maintenance and repair priorities (mission essential, safety, security, etc.), collating requirements with available resources. Ensures work schedules for in-service civilian and military personnel are coordinated to maximize productivity. Coordinates with Material/Deployment Manager on assignment and utilization of all vehicles and equipment assigned to CES for the purpose of supporting scheduled work. Conducts reviews of work processes, workflow, and space utilization, and determines improvements that are appropriate. Coordinates with the installation's Real Property Office for all work requiring capitalization. Interprets and applies directives to include: Occupational Safety and Health Association, National Electric Code, hazardous waste, environmental, National Fire Protection Association, Department of Defense (DOD), Department of Transportation on (DOT), asbestos abatement, local policies, and Air Force Occupational Health Standards. Serves as the focal point for automated work control and supply programs within CES or throughout the installation. Demonstrates expertise of various computer programs and automated systems utilized by the CES relating to on-base work control or material handling activities. Utilizes the approved ANG CES Work Order Management System, Standard Base Supply System, Base Contract Automatic System and similar automated management systems identifying problem areas. Ensures fiscal responsibility by establishing job/work orders under the correct organizational funding codes. Works with the CES Funds Manager in planning, formulating, analyzing, and coordinating CES supply budget submissions. Utilizes a working knowledge of the Planning, Programming, and Budgeting System (PPBS). Exercises a thorough understanding of all civil engineering funding classifications and their allowable legal allocations. Ensures job/work order expenditures under the Real Property Maintenance (SRM/FO) Master Cooperative Agreement, Appendix 21 (MCA) and that O&M budgets are correctly applied in order to provide a detailed audit trail. Incumbent is commonly delegated a spending authority in order to facilitate approval of work. Establishes and operates the customer service center. 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 25-265 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 25-265 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/EPBs
Report of Individual Fitness (myFitness)

ANNOUNCEMENT NUMBER: ANG 25-265

MEMORANDUM FOR NGMN-PEH

Date: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 25-265,

1. I request consideration for the above vacancy.
2. Copies of my most recent vMPF RIP, two most recent EPRs/EPBs, 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>

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.