



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)  
CEDAR STREET ARMORY – 600 CEDAR STREET  
ST. PAUL, MN 55155-2004  
TELEPHONE: (651) 282-4990 DSN: 825-4990



**MERIT**  
**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)**  
**VACANCY ANNOUNCEMENT**  
**ANG 25-330**

**OPENING DATE:** 12 JUN 2025

**CLOSING DATE:** 10 JUL 2025

**RANK/GRADE:** SMSgt/E-8

**POSITION TITLE:** Fabrication Supervisor

**AFSC:** 2A7XX

**DUTY LOCATION:** 133<sup>rd</sup> Maintenance Squadron, Saint Paul, MN

**SELECTING OFFICIAL:** CMSgt Jeffrey Wilkins, Commercial: 612-713-2768

**WHO MAY APPLY:** **ENLISTED (TSgt/E6 – SMSgt/E8)** are eligible to apply. Must currently hold 2A771, 2A772, or 2A773 AFSC to apply. Higher grades may apply; however, may take an administrative reduction in rank if selected. **For Merit Announcements, eligibility is limited to personnel currently assigned to the 133<sup>rd</sup> Airlift Wing, Minnesota Air National Guard who are serving permanent Active Guard/Reserve (AGR) tours.** 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.

**REMARKS:** Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. Any TSgt who applies must be promotable to the rank of MSgt.

**DUTIES AND RESPONSIBILITIES:** Planning. Plans weekly or monthly work schedules and sequence of operations. Establishes deadlines and priorities based on established general schedules, methods and policies. Determines skills, materials and equipment required to do the work. Participates in the initial planning of current and future work schedules and development of budget requests. Provides workload data, estimates, information on staffing needs, and recommendations as the scheduling of projected work. Work Direction. Assigns tasks to be performed. Explains work requirements, methods, and procedures. Instructs subordinates on new procedures or methods and provides assistance on difficult or new problem areas. Reviews work in progress or on completion. Makes adjustments as necessary to effectively and economically accomplish the work. Notes and investigates work related problems and independently implements corrective actions which can be taken without affecting work operations controlled by other supervisors. Assures that equipment and materiel is available when needed. Coordinates work with other units. Administration. Recommends and participates in the selection of personnel to fill vacancies. Schedules and approves leave of subordinates. Sets performance requirements and makes formal and informal performance appraisals. Determines training needs of subordinates and arranges for its accomplishment. Counsels employees on problems. Adjusts informal complaints through discussions with employees and union representatives. Takes informal corrective action on conductor performance problems. Initiates proposals for disciplinary action where needed. Works to achieve the objectives of Government-wide programs and policies, e.g., equal employment opportunity and labor management relations. Promotes the participation of subordinates in programs such as the suggestion program, cost reduction program, etc. Ensures that regulations governing safety and housekeeping are observed. Maintains production reports and records. Periodically reviews position descriptions of subordinates for currency and accuracy. Initiates the detailing of subordinates to positions other than their own. Initiates or participates in review and improvement of work methods, organizational features, and the structuring of positions to eliminate unnecessary positions and achieve optimum content in those remaining. Performs the nonsupervisory work of the function as needed. Implements safety regulatory requirements. subordinates wear appropriate safety equipment and follow safety precautions. Ensures that pertinent safety precautions. 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](mailto:ngmn.mailbox.assets-hro@us.af.mil) subject line must read (AGR Application 25-330 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 25-330 Smith, 1 of 2). For questions, please call 651-282-4990 or email [ngmn.mailbox.assets-hro@us.af.mil](mailto: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 EPBs  
Report of Individual Fitness (myFitness; one page summary)

## MEMORANDUM FOR NGMN-PEH

Date: \_\_\_\_\_

**SUBJECT:** Application for Merit AGR Vacancy Announcement ANG 25-330,

1. I request consideration for the above vacancy.
2. Copies of my most recent RIP and last two EPBs 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: [nq.mn.mnarnq.mbx.assets-hro@mail.mil](mailto:nq.mn.mnarnq.mbx.assets-hro@mail.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.