



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 25-356

OPENING DATE: 1 AUGUST 2025

CLOSING DATE: 15 AUGUST 2025

RANK/GRADE: CMSgt/E-9

POSITION TITLE: Ordnance Equipment Mechanic Supervisor

AFSC: 2W000

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

SELECTING OFFICIAL: Capt Keegan Flaherty, Comm: 218-788-7346 or DSN: 825-7346

WHO MAY APPLY: ENLISTED (SMSgt/E-8 – CMSgt/E-9) are eligible to apply. Any AFSC may apply. 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.** 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. Will be required to work nights. The position is located in the Munitions Flight.

REMARKS: Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. Member selected will not be accessed until incumbent vacates position. Promotion to CMSgt/E-9 is subject to eligibility, and a valid UMD 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: The purpose of this position is to serve as the Chief of Munitions in the munitions flight. Plans the overall allocation of personnel, funding, facilities, and equipment resources to the organizational segments supervised to accomplish work operations which, because of their scope, volume, complexity, operational tempo, and total force integration must be planned on an annual or multi-year basis. Oversees munitions system modifications to include: Time Change Technical Orders, maintenance equipment and facilities update and modernization, deployment and mobility planning, manning, and financial forecasting, recurring Air Force mandated inspection requirements, mission and weapons systems changes, contingency planning relating to carrying out the military mission of the Wing, and the development of policies and procedures in the accomplishment of the work. Analyzes work plans developed by subordinate workforce for accomplishment of assigned directives. Determines status of work accomplished in relation to future demands, including unanticipated or emergency requirements mandating reallocation of resources. Provides status of work projects, budget estimates, changes in equipment, facilities and techniques for mission planning purposes. Evaluates potential impact of improved technologies on existing programs and practices and recommends proposed changes to appropriate authority. Participates fully with higher level management and staff organizations in interpreting changing environmental requirements to include work techniques, specification changes, and standard improvements. Functions as an integral member of unit's planning process and serves as the responsible technical resource for a maintenance division. Coordinates and directs the work of munitions sections supervised. Assigns and explains work requirements to the workforce, and set deadlines. Recommends promotion or reassignment of the workforce, and reviews personnel actions. Makes formal, and informal appraisals of personnel work performance. Determines long range and supervisory needs for subordinate sections. Utilizes various management tools and computer technologies to ensure effective control of work activities. Chairs production meetings to set priorities in accomplishing the scheduled maintenance plan. Promotes and administers such programs as cost reduction, incentive awards, suggestions and quality assurance. Ensures regulations governing safety and housekeeping are observed. Ensures subordinate supervisors carry out such programs as labor management and equal opportunity. Schedules and approves leave. Implements regulatory safety and security requirements ensuring subordinates are provided and utilize appropriate safety equipment, follow safety precautions, and are afforded a safe work environment. Ensures the security of assigned personnel and munitions. 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 25-356 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 25-356 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 EPBs/EPRs
Report of Individual Fitness (myFitness)

MEMORANDUM FOR NGMN-PEH

Date: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ANG 25-356

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