



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 25-396

OPENING DATE: 13 August 2025

CLOSING DATE: 3 September 2025

RANK/GRADE: MSgt/E-7

POSITION TITLE: Management Analyst

AFSC: 2R2X1

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

SELECTING OFFICIAL: SMSgt Mitchele LaCoursiere, Comm: 218-788-7956 or DSN: 825-7956

WHO MAY APPLY: **ENLISTED (AMN/E-2 – MSgt/E-7)** 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. May be required to work nights.

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 TSgt/E-6 and/or MSgt/E-7 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: Retrieve and analyze maintenance data, present results to management. Interprets findings from maintenance data and the use of statistical techniques. Identifies trends and significant deviations from plans, schedules, and workload estimates. Analyzes deficiencies in areas such as material consumption and training, workload, scheduling, management, and maintenance resources use. Analyzes impact on the maintenance mission and the results of corrective actions. Prepares written reports of analyses and studies. Capture specific data monthly for inclusion into the Aircraft Predictive Model (APM) requirement. Designs summary reports to meet recurring management needs. Controls, manages and maintains the Maintenance Information System(s) (MIS). Develops policies and procedures for MIS application within maintenance activities. Controls, develops and coordinates maintenance data systems and requirements. Controls automated management product retrieval and advises maintenance supervision on automated information use. Identifies data system problems, coordinating with data automation monitors, and submits system deficiency reports. Identifies new information requirements, submits information system requirement documents, and coordinates with data system development services for implementing new programs. Manage the Data Integrity Team (DIT) program for the Maintenance Group Commander and provide updates and metrics to maintenance supervision Responsible for building, analyzing, and programming system queries to generate local and command level data reports for consumption and information generation in multiple systems. Senior level requests ranging from senior wing leadership, the NGB, and MAJCOM levels. Conducts Special Studies to assess Health of the Unit Readiness (HUR). Performs in-depth comprehensive analysis of complex and prioritized unit readiness issues. In addition, develops a semi-annual report for presentation to senior leadership. Develops complex problem solutions to address and resolve readiness issues as the Office of Primary Responsibility (OPR), while utilizing specific training and knowledge to develop a comprehensive readiness management plan. Collect specific metrics for inclusion into the 7401 monthly report, while searching for trends and validating accuracy. Isolates trends and determines material and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and personnel efficiency and effectiveness. Develops methods for improving maintenance planning and programming procedures to ensure optimum use of maintenance resources. Responsible for advising, planning and coordinating aircraft maintenance requirements and utilization scheduling between maintenance, operations, and external organizations. Actively participates in the Wing Flying Hour Working Group for planning, scheduling, and execution of the Wing's Flying Hour Allocation process. Verifies and reconciles the accuracy of unit flying hour allocations daily with Wing Operations Group and as directed with NGB AVDO and the Flying Hour Analyst. Reviews both immediate and long-range requirements based on current workload forecasts and conditioned based maintenance and develops plans for obtaining resources to meet production requirements. Maintains historical documents and maintenance data essential for aircraft records accuracy. Review and report status of decentralized records to maintenance operations flight supervisor. Acts as the wing Aerospace Vehicle Distribution Officer (AVDO), coordinates aircraft transfer between organizations, generates specific documentation (AFTO Form 103, Aircraft/Missile Condition Data). Participates in the development and maintenance of the Programmed Depot Maintenance (PDM)schedule for all assigned aircraft and equipment. Develops and maintains job standard master listings (JML) for assigned equipment in the MIS incoordination with functional work centers. Responsible for managing assigned weapon system Time Compliance Technical Order (TCTO) programs. Develop local procedures to ensure effective and efficient scheduling of engines, support equipment. 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 25-396 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 25-396 Smith, 1 of 2). For questions, please call 651-282-4990 or email ngmn.mailbox.assets-hro@us.af.mil

REQUIRED: Complete page 3 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 25-396,

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>

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.