



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)  
VETERANS SERVICE BUILDING – 20 12TH STREET WEST  
ST. PAUL, MN 55155-2004  
TELEPHONE: (651) 282-4155 DSN: 825-4155

**ADOS  
VACANCY ANNOUNCEMENT  
ARNG 21-620**

**OPENING DATE:** 21 September 2021    **CLOSING DATE:** 10 October 2021    **RANK/GRADE:** SFC and below

**POSITION TITLE:** IPPS-A Data Quality Index Team    **MOS/AOC/BRANCH:** IMM

**DUTY LOCATION:** JFHQ-MN, 600 Cedar St, St Paul, MN 55101

**SELECTING OFFICIAL:** 1SG Sigurdson, Jesse A.

**WHO MAY APPLY:** Open to SFC/E7 and below. Must have valid security. MOS Immaterial. ADOS orders extend through the end of the Fiscal Year (SEP2022). Personnel who are members of the Minnesota National Guard.

**DUTIES AND RESPONSIBILITIES:** This position is located at the State JFHQ level. Responsible for monitoring and reviewing data that is entered into IPPS-A and other HR systems, checking for completion and accuracy; Identifying, assessing and resolving any data quality issues; Addressing the root cause of data inconsistencies and recommending improvements; Performs other duties as assigned.

**LENGTH OF TOUR:** 12 Months. Possibilities of extended orders into FY2023 is dependent on NGB Funding models.

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

**HOW TO APPLY:** Applicants must forward the forms listed below to arrive to the G1 Automations NCO no later than the Closing Date indicated above. E-mail applications to [luke.s.straw.mil@mail.mil](mailto:luke.s.straw.mil@mail.mil) subject line must read “21-620 Last Name”. Please scan packet in as a SINGLE .pdf file. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – 21-620 Smith, 1 of 2). For questions, please email [luke.s.straw.mil@mail.mil](mailto:luke.s.straw.mil@mail.mil).

**REQUIRED DOCUMENTS:**

- Last 3 NCOERs (If applicable)
- Current ERB
- Resume/Bio Sketch
- DTMS Screen shot of Ht / Wt
- DTMS Screen shot of APFT
- RPAM

**The application will not be review for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.** If the application is incomplete, an e-mail will be sent to the individual indicating the reason for disqualification.

Upon selection, individuals will undergo a background check to validate suitability for employment with the federal government as permitted by law, regulation, Presidential order or other authority. Suitability is dependent upon the particular requirements for security clearance, sensitivity level, and DOD IT network access. Items checked include, but are not limited to all criminal history record information, employment history, education and fiscal accountability/responsibility.

**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 or 651-282-4078.