



**MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)**  
**CEDAR STREET ARMORY - 600 CEDAR STREET**  
**ST. PAUL, MN 55101**  
**TELEPHONE: (651) 282-4155 DSN: 825-4155**



**OPEN**  
**AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)**  
**VACANCY ANNOUNCEMENT**  
**ANG 22-430**

**OPENING DATE:** 10 May 2022

**CLOSING DATE:** 16 May 2022

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

**POSITION TITLE:** Base Education & Training Manager

**AFSC:** 3FXXX

**DUTY LOCATION:** 148th Force Support Squadron, 148th Fighter Wing, Duluth, MNBET

**SELECTING OFFICIAL:** Capt Elizabeth Horngren, Comm: 218-788-73205 or DSN: 825-7205

**WHO MAY APPLY:** **ENLISTED (SMSgt/E-8 and MSgt E-7)** are eligible to apply. *Must be promotable to SMSgt/E-8 and have completed SNCOA by close-out date of this advertisement. Applicant must hold 3FXXX AFSC to apply.* Prior qualification in any AFSC at the 5-skill level or higher (or 3-skill level if no 5-skill level exists) is mandatory. Higher grades may apply; however, may take an administrative reduction in rank if selected. The military grade of the supervisor must equal or exceed the grade of personnel supervised. Airmen within the first 18 months of initial hire stabilization period must include an approved exception to policy with the application.

**REMARKS:** PCS funding available. 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 SMSgt/E-8 is subject to eligibility, a valid UMD position, and availability of a control grade (AGRs only). Must be able to obtain and maintain the appropriate security clearance of the position. This position is covered by the Domestic Violence Misdemeanor Amendment (30 Sep 96) of the Gun Control Act (Lautenberg Amendment) of 1968. An individual convicted of a qualifying crime of domestic violence may not perform the duties of this position. Ability to establish effective professional working relationships with coworkers and customers, contributing to a cooperative working environment and successful accomplishment of the mission. May occasionally be required to work other than normal duty hours; overtime may be required. The duties and responsibilities of your job may significantly impact the environment. You are responsible to maintain awareness of your environmental responsibilities as dictated by legal and regulatory requirements, your organization, and its changing mission. Must maintain a current Air Force Network License according to AFI 33-115, Volume Two, *Licensing Network Users and Certifying Network Professionals*. Must possess or be able to obtain a National Agency Check, Local Agency Checks and Credit (NACLC) according to applicable DoD Instructions, Army or Air Force regulations, upon appointment or within one year of initial appointment. Must have a valid state driver's license for the state in which he or she lives or is principally employed. No disciplinary action (Article 15 or court-martial) for engaging in an unprofessional or inappropriate relationship as defined in applicable DoD Instructions concerning Army and Air Force Professional and Unprofessional Relationships. Applicants must pass a drug test prior to appointments.

**DUTIES AND RESPONSIBILITIES:** This position is located at an Air National Guard (ANG) Wing, Mission Support Group, Force Support Squadron (FSS), Force Development Office. The primary purpose of this position is to serve as the Force Development Manager and office of primary responsibility (OPR) for unit training programs managed in support of the Wing and its geographically separated units (GSUs). The office provides technical guidance and assistance to commanders, managers, and supervisors at all levels regarding education and training programs in support of federal, state and local missions, ensuring programs are in place to manage upgrade, qualification, in-garrison, expeditionary training and other military training functions as well as to administer post high school technical education and college programs. Program Management: Plans, directs, controls, and oversees all elements of the Education, Training and Distance Learning Programs. Incumbent supports unit-training programs contributing to mission capability, and administers military training programs for all units serviced by the Force Support Squadron (FSS). Manages formal school training, Professional Military Education (PME), and ancillary training. Job categories and areas for which training is administered involve a wide variety of technical, professional, clerical and wage occupations representative of a complex military organization. Plans, compiles and forecasts requirements for formal school training for out years based on retirements and other attrition projections, conversion of weapons systems, etc. Monitors and reviews all applications for training to ensure proper documentation and justification are provided, and applicants meet prerequisites. Determines training priorities and requirements in accordance with Air Force and NGB directives. Develops statistical trend analysis on the status of training for the organizations serviced. Provides information to commanders and coordinate actions. Manage all officer and enlisted classification actions. Reviews the initial classification for newly accessed personnel. Advisory Services: Provides Education and Training advisory services to commanders and staff on all education and training programs. Recommends cost-effective processes to meet specialty qualifications, skill level upgrade requirements, and PME applications. Explains goals and objectives; provide instructional methods, and determines training requirements. Analyzes training data for trends, advises the installation commander, and coordinates corrective action. Program Analysis, Monitoring, and Reporting: Monitors OJT programs for assigned units. Establishes local policies and procedures to provide a uniform and effective internal OJT program. Trains unit training managers (UTMs) and additional duty training managers (ADUTMs) on concepts, scope, objectives, and procedures pertinent to OJT, and with regard to the responsibilities of commanders, supervisors, trainers, certifiers, and trainees in the organizations supported. Reviews and coordinates all unit training waivers, Career Development Course (CDC) reactivation/reenrollment requests, and policies for adherence to applicable regulations. Maintains liaison between the FSS and

serviced units on all OJT matters. Reviews and validates requests for retraining. Manages testing programs. Serve as Test Control Officer (TCO) for CDC testing. Safeguards test material. Appoints test proctor and provides training to all assigned test proctors. Administers controlled exams. Coordinates with commanders, unit training managers, and supervisors on the progress of trainees. Evaluates the administration, operation, and effectiveness of unit training programs and prepare written reports. Serves as the office of primary responsibility for implementing and managing OJT policy and procedures. Instructs the Air Force Training Course and trains personnel to teach the course. Compiles and prepares statistical data to include the Status of Training (SOT) Report for the Wing commander. Develops visual aids, brief and provide to appropriate officials. Conducts quarterly base OJT meetings with UTM/ADUTMs. Provides agenda and training and forwards meeting minutes to the MAJCOM in accordance with applicable directive. Classification: Confers with management and other key operating personnel to discuss training needs, problems and goals. Establishes training objectives through analysis of training reports, unit input, course feedback, and USAF, ANG, and gaining command directives. Manages personnel Air Force Specialty Code (AFSC) classification and oversees the utilization of assigned personnel. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Reviews programs to evaluate adherence to management procedures. Discusses findings and initiates action to correct deficiencies and maintain follow-up to ensure corrective action is taken. Resolve technical problems. Conducts periodic briefings to staff agencies, commanders, and administrative personnel to promote a full understanding of all aspects of the education and training function. Reviews and coordinates base and unit level training publications, supplements, and operating instructions, making recommendations to the OPR, and coordinating with the appropriate MAJCOM training manager. Receives and evaluates UTM SAV Report. Analyzes report for trends and provides written recommendation to UTM and commander. Data Management: Manages data in computer based systems. OPR and trainer for UTM on the use of electronic training records, Military Personnel Data System (MILPDS). Serves as the Distance Learning (DL) Office point of contact. Processes, manages, and controls Air Education & Training Command (AETC) Type 6 technical training requirements locally. Manages training resources for distance learning courses. Oversees classroom scheduling, base access for civilians, troubleshoots video broadcasts, advertises broadcasts, and customer relations for outside agencies utilizing distance learning. Data Review and Analysis: Ensures accuracy of MILPDS data and performs functional review of data reliability. Oversees upgrade training, retraining, withdrawal from training, and related training actions for input into appropriate information data systems. Retrieves data from various information sources for use in answering questions, responding to correspondence, or preparing reports or briefings. Reviews and determines accuracy of reports, which pertain to unit OJT effectiveness. Conducts a final review of all training requests forwarded to higher headquarters. Administrative Activities: Oversees administrative activities including the establishment and maintenance of administrative, suspense, and publication files and prepares reports, correspondence, requisitions and forms. Drafts and publishes standard operating procedures (SOPs) and local training directives. Ensures special orders are published for approved school applications and non-prior service personnel on initial active duty tour. Complies with policy/procedures established in applicable directives in support of the Privacy Act of 1974. Ancillary Training: Serves as the Ancillary Training Program (ATP) OPR. Advises unit commanders and ATP OPRs in their development of ATP subjects and lesson plans. Assists in determining ancillary training priorities and requirements in accordance with USAF, ANG, and MAJCOM directives. Assists OPRs in reviewing unit ATP programs and make recommendations for changes or improvements. Generates reports (completions/non-completions). Continuing Education: Prepares Memorandums of Understanding (MOU) between the unit/base and educational institution(s), including colleges and universities, providing classes or associated services on base or at geographically separated units (GSUs). Meets with other educational service representatives, i.e. college and university representatives, and attend professional development workshops. Education Services: Plans and directs activities in accomplishment of education services programs including Distance Learning, Defense Activity for Non Traditional Education Support(DANTES), Community College of the Air Force (CCAF), Air Force Automated Education Management System (AFAEMS), Tuition Assistance and other base education programs. Implements higher headquarters and MAJCOM education policies and objectives. Survey Program: Serves as the base-level OPR for the Occupational Survey Program, Graduate Assessment Survey (GAS) and Field Evaluation Questionnaire (FEQ). Coordinates responses to training feedback and external training evaluations. Develops methods to track surveys, distribute surveys to appropriate UTMs and return surveys to OPR. Performs personnel supervisory/management responsibilities. Plans and schedules work to be accomplished within the training and education function. Oversees and directs the work of one or two subordinate employees. Assists with the establishment of work standards, ensures work assigned by the supervisor is accomplished in a timely and effective manner, and that work complies with established work methods. Accomplishes appraisal for assigned personnel, and recommend the filling of vacant positions. Participates in employment interviews and recommends the selection of new employees. Resource Management: Monitors and oversees budgeting program, which forecasts Military Personnel (MilPers), and Operation and Maintenance (O&M) resource requirements for formal schools. Ensures all resource management deadlines are met in accordance with applicable regulations and guidance. Tracks status of school dates. Provide data to NGB when requested. Performs other duties as assigned.

**LENGTH OF TOUR:** IAW ANGI 36-101, paragraph 2.6, Initial tours may not exceed 6 years. Member's must remain in the position to which initially assigned for a minimum of 24 months. Waivers may be approved in exceptional circumstances by TAG. Tours may not extend beyond an enlisted member's Expiration Term of Service (ETS) or an officer's Mandatory Separation Date (MSD) for Lt Col and above. **Initial AGR tours will be 3 years. Both officers and enlisted will meet an AGR Continuation Board (ACB) in their second year to determine their continued service in the AGR program beyond their initial 3 year tour.**

**AGR PROGRAM BENEFITS:** Salary is determined by military grade and time in service. Member is authorized Subsistence allowance, Basic Allowance for Housing (BAH), thirty (30) days annual leave; medical and dental care. TRICARE Standard coverage for dependents. Military Exchange and Commissary privileges.

**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 [ng.mn.mnarng.mbx.assets-hro@mail.mil](mailto:ng.mn.mnarng.mbx.assets-hro@mail.mil) subject line must read (AGR application 22-430 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 22-430 Smith, 1 of 2). For questions, please call 651-282-4155 or email [ng.mn.mnarng.mbx.assets-hro@mail.mil](mailto:ng.mn.mnarng.mbx.assets-hro@mail.mil). Also, for 148th Fighter Wing postings, you must email the selecting official to notify them that you have submitted your application to HRO, do NOT send your application to the selecting official.

**REQUIRED:** [NGB Form 34-1](#)  
Current Report of Individual Person (RIP, multi-page from vMPF)  
DD 214(s)  
Report of Individual Fitness (AFFMS)

Application forms may be obtained at <http://www.ngbpdcc.ngb.army.mil/forms.htm> or <http://www.minnesotanationalguard.org/careers>.

### **AGR PROGRAM MINIMUM QUALIFICATION REQUIREMENTS**

1. Individuals must meet Physical Fitness Standards. Air applicants must provide a printed copy of the electronic Air Force Fitness Assessment Results dated within the past 12 months of application close date, reference AFI 36-2905.
2. Air National Guard members must meet the physical qualifications outlined in AFI 48-123. Medical exams must be conducted not more than 36 months prior to entry on AGR duty. HIV test must be within six (6) months prior to the tour start date.
3. Failure to obtain and maintain a SECRET security clearance will result in removal from the AGR program.
4. Air National Guard, Air Force Reserve or the United States Air Force members who have not achieved a passing Fitness Program score are ineligible for entry into the AGR Program.
5. Selected individual must extend/re-enlist for a period equal to or greater than initial tour end date.
6. Minnesota Air National Guard enlisted members currently serving in an AGR status may be selected for a vacant position without an awarded 3-level in the advertised/compatible duty AFSC.
7. A Minnesota Air National Guard/AGR not possessing the ADVERTISED AFSC must agree in writing to retrain and successfully upgrade to the 3-level within 12 months of assignment to the AGR position or be reassigned to a position for which qualified or be removed from the AGR program.
8. Enlisted applicant's military grade cannot exceed the maximum military grade authorized. Over grade enlisted applicant must indicate, in writing, the willingness to be administratively reduced in grade when assigned to the position. Officers may not enter into the AGR program in an over grade status.
9. IAW ANGI 36-101, paragraph 2.1.3.8, an individual must not have been previously separated for cause from active duty or previous AGR tour.
10. Applicant selected will not be reassigned during the first 18 months of the initial tour, unless waived by The Adjutant General for mobilization, force structure changes or command directed reassignments.
11. IAW ANGI 36-101, paragraph 2.1.3.6, AGR personnel may not be eligible for or be receiving an Immediate Federal Retirement Annuity (military or civilian).
12. IAW ANGI 36-101, paragraph 2.1.3.7, applicants should be able to complete 20 years of active federal service prior to Mandatory Separation Date (MSD). Individuals selected for AGR tours that cannot attain 20 years of active federal service prior to reaching mandatory separation must complete a Statement of Understanding contained in Attachment 2 of ANGI 36-101.
13. IAW ANGI 36-101, paragraph 2.2.3, members must remain in the position to which initially assigned for a minimum of 24 months. TAG may waive this requirement in exceptional circumstances which must be requested through the AGR member's current full-time OIC.
14. Candidates will be evaluated on the basis of their education, experience, training, and performance. Consideration will be based on available information contained in the individual's application.

**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.