



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 22-514**

OPENING DATE: 22 June 2022

CLOSING DATE: 5 July 2022

RANK/GRADE: MSgt/E-7

POSITION TITLE: HR Assistant (Mil)

AFSC: 3F0X1

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

SELECTING OFFICIAL: SMSgt Jill Haapala, Comm: 218-788-7330 or DSN: 825-7330

WHO MAY APPLY: **ENLISTED (MSgt/E-7 and below)** are eligible to apply. The rank/grade up to TSgt/E-6 is available at this time; however, future promotion to MSgt/E-7 is possible without further competition. Must hold 3FXXX AFSC to apply. 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 unavailable. Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. Member selected will not be accessed until incumbent vacates position. 2 vacancies may be hired out of this posting. Promotion to TSgt/E-6 and MSgt/E-7 is subject to eligibility and a valid UMD position. May be required to work night shift. 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: This position is located within a Military Personnel Flight (MPF) of an Air National Guard (ANG) flying wing. This comprehensive description covers five (5) programs/specialties within the Air National Guard Military Personnel Flight. The primary purpose is to administer and accomplish functions of one or more of the following human resources programs: Career Enhancements, Customer Service, Employments, Relocations, and/or Readiness. Serves as advisor to commanders on assigned unit human resources (HR) programs. Interprets policy and provides procedural guidance to commanders, supervisors, and staff members. Provides guidance and assistance on unit program(s) for which responsible. Analyzes data and subsequent determinations regarding any number of human resources matters that may involve or affect AGRs, drill status guardsmen, and/or family members. Advises supervisors or managers within unit when actions may affect productivity or mission. Conducts staff visits and trains personnel (AGRs), traditional drill status guardsmen, supervisors, managers, etc.) within the unit in all programs for which responsible. Conducts periodic briefings for staff, commanders, and administrative personnel to promote a full understanding of all aspects of the assigned program(s). Plans, directs, and controls all aspects of the Customer Service Program. Manages the Air Force Personnel Records System. Develops procedures and establishes policy for building, updating, auditing, and accountability of and disposition of automated and manual records. Monitors the maintenance and security of the Unit Personnel Record Group (UPRG) ensuring content meets regulatory requirements and are safeguarded. Manages the Point Credit Accounting and Reporting System (PCARS) program. Is a focal point within the MPF for various entitlement programs (i.e., TRICARE medical/dental, Survivors Benefit Plan, Thrift Savings Plan (TSP), Family Care Program, etc). Provides assistance and information on active duty benefits for AGR members. Monitors and provides technical guidance to workers performing counseling regarding the Servicemen Group Life Insurance (SGLI) benefits. Responsible for oversight, verification, authorization of identification (ID) cards for all branch service members, retired members, and enrollment of eligible family members in Defense Enrollment Eligibility Reporting System (DEERS). Serves as focal point for entire organization concerning Privacy Act matters, military dress and appearance policy and procedures, evaluations, awards and decorations, and other programs as applicable. Maintains and ensures Records of Emergency Data forms are accomplished. Plans, directs, and controls all aspects of the human resources employment program. Responsible for the development of internal policies and procedures governing administration of Personnel Employment programs to include inbound assignment for officer and airmen personnel; certification of military qualifications and assignment eligibility for AGRs, traditional drill status guardsmen applicants; and in-processing of personnel. Counsels members on retirement benefits and eligibility, insurance, veteran's benefits, and survivor benefit plans. Manages all prior and non-prior service enlistment processing. Develops policies and procedures for package review and accession build. Ensures all subsequent enlistment actions are taken to include creation of the Unit Personnel Record Group (UPRG). Ensures accuracy of human resources data system and performs functional review of data reliability relative to the relocations program. Assists with wing readiness plans in regards to contingencies and mobilizations. Determines human resources requirements in support of mobilization. Coordinates with gaining Major Commands (MAJCOMs), Headquarters, Personnel Readiness Center (PRC), National Guard Bureau (NGB), and unit commanders regarding all matters concerning the activation and/or deployment of forces. Manages the non-contingency duty status program. Maintains all human resources data systems requirements and provides required reporting to Crisis Action Team (CAT)-PRC. Manages mobilization orders contingent upon Presidential Reserve Call up (PRC) or partial mobilization. Prepares and presents periodic briefings/orientations or mobilization procedures to all commanders required to support deployments. Develops, prepares, analyzes, and coordinates with wing plans office on all unit deployments and wartime tasking and Contingency Operations Plans (CONOPS). Prepares for and participates in various types of readiness exercises and evaluations such as Operational

Readiness Inspections (ORI), Air Expeditionary Force tasking (AEF), and Inspection General Exercises (IGX). Assists in direction, coordination, and control of exercise, deployments, and redeployments by developing and coordinating event lists, checklists, etc. for assigned areas to effectively test the deployment/readiness capability/status of the wing. Prepares after action and lessons learned reports. 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.mnarnng.mbx.assets-hro@mail.mil subject line must read (AGR application 22-514 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 22-514 Smith, 1 of 2). For questions, please call 651-282-4155 or email ng.mn.mnarnng.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.ngbpcdc.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.