



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 22-764**

**OPENING DATE:** 28 SEP 2022

**CLOSING DATE:** 12 OCTOBER 2022

**RANK/GRADE:** TSgt/E-6

**POSITION TITLE:** HR Assistant (MIL)

**AFSC:** 3F0XX

**DUTY LOCATION:** 148<sup>th</sup> Force Support Squadron, 148<sup>th</sup> Fighter Wing, Duluth, MN

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

**WHO MAY APPLY:** **ENLISTED (MSgt/E-7 and below)** are eligible to apply. At this time, the rank of MSgt/E-7 may not be available; however, future promotion to MSgt/E-7 is possible without further competition. Any AFSC may apply, must become AFSC qualified within 12 months. 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:** Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. 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. This position is also being advertised Merit Technician.

**DUTIES AND RESPONSIBILITIES:** Assists the Human Resources Specialist (Military) in execution of the program by processing a wide range of military human resources transactions and providing technical assistance in executing programs related to any of a variety of military human resources program areas (i.e., Career Enhancement, Customer Service, Employments, Personnel Relocations, and/or Personnel Readiness). Analyzes the interrelationships and impact that various military human resources actions may have on military members. Provides technical and substantive clerical support in the administration of the human resources (Career Enhancements, Customer Service, Employments, Relocations, and Readiness), retention, training, and human resources systems. Processes a wide variety of personnel actions/transactions pertinent to the assignment, reassignment, promotion, training, separation, extension and retirement of enlisted and officer personnel in the military human resources programs. Maintains, files, researches/verifies accuracy of information, reviews and ensures completeness of material, and explains regulatory and procedural requirements pertaining to specific AGR/drill status job standards file. Provides guidance and technical assistance to supervisors, managers, and employees on a variety of military HR matters. Contributes to the resolution of complex military human resources problems through extensive research and analysis of problems, and by initiating corrective action to records when required. Prepares a variety of draft reports, statistical data, correspondence, and forms in final format. Monitors suspense system and replies from organizations. Maintains necessary records, files, and statistical data to ensure a viable program. Provides support in processing a variety of military human resources actions ensuring pertinent documentation is provided. Performs other duties as assigned

**LENGTH OF TOUR:** IAW ANGI 36-101, paragraph 2.6, Initial tours may not exceed 6 years. 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. 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 22-764 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 22-764 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).

**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.