



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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**OPEN
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 23-194**

OPENING DATE: 23 JAN 2023

CLOSING DATE: 06 FEB 2023

RANK/GRADE: TSgt/E-6

POSITION TITLE: Production Recruiter

AFSC: 8R000

DUTY LOCATION: 133rd Airlift Wing, 133rd Force Support Squadron, Saint Paul, MN

SELECTING OFFICIAL: MSgt Nicole Heussner, Comm: 612-713-2091 or DSN: 783-2091

WHO MAY APPLY: **ENLISTED (SrA/E-4 to TSgt/E-6)** are eligible to apply. Member will be required to cross-train to the posted AFSC. 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. **MUST READ SPECIALITY QUALIFICATIONS.**

REMARKS: Recruiting positions are eligible for Special Duty Pay. Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. Promotions are subject to eligibility and a valid UMD position. The UMD currently supports up to TSgt/E-6 and may require a reduction in rank.

DUTIES AND RESPONSIBILITIES: As a member of the Strength Management Team (SMT), organize and execute programs to enlist/appoint/retain quality personnel to satisfy strength requirements of the state/territory/wing/GSU as outlined in applicable ANGIs and higher headquarters publications and directives. Coordinate and disseminate Recruiting and Retention (R&R) information and establish effective relationships with the local community. Military supervision of the PR will be with the Recruiting Flight Chief. Initiate and follow-up on all contacts with prospective applicants to discuss overall opportunities of the ANG. Assist the Recruiting Flight Chief/Retention Office Manager in the planning and organizing of recruiting activities. Assist the Recruiting Flight Chief/Retention Office Manager in developing an annual strategic plan to include goals and objectives, R&R activities, financial planning and advertising and marketing initiatives. Maintain locally established recruiting production standards to meet enlisted and officer state/territory/wing/GSU strength requirements. Utilize the Air Force Recruiting Information Support System Total Force (AFRISS-TF) to its fullest capabilities. Develop and maintain contacts with representatives of civilian organizations, high schools, active duty and reserve components. Coordinate enlistment activities with appropriate personnel (such as Public Affairs, Visual Information, and Force Support Squadron personnel). Report unfavorable publicity or conditions that might result in unfavorable public reaction to the appropriate officials. Coordinate with responsible sections to ensure prospects are properly scheduled for ASVAB, physical examinations and all enlistment actions. Develop school programs to include presentations to members of educational institutions. Coordinate formal presentations to community influencers and other organizations as requested. Provide recruiting assistance to ANG personnel engaged in recruiting activities who may be in direct contact with the public and news media representatives (i.e., air shows, career fairs, presentations). Conduct Center of Influence (COI) events. Assist the Recruiting Flight Chief/Retention Office Manager in assigned duties as directed by the State Production Superintendent.

SPECIALTY QUALIFICATIONS: Must be knowledgeable of the organization, mission, and operations of the ANG. Score 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months. No current fitness exemptions. Comply with military duty eligibility requirements IAW ANGI 36-101. Possess a valid state driver's license. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. Must be able to speak clearly and communicate effectively. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community. Individual must demonstrate a positive attitude and be enthusiastic about performing ANG recruiter duties. Must possess skills in oral and written communication and have working knowledge in current computer software applications. Completion of ANG Basic Recruiting Course is mandatory. Prior qualification at the 5-skill level (3-skill level if no 5-skill level exists) in any AFSC is mandatory for entry into this Special Duty Identifier. Completion of the applicable sales training programs within one year of assignment is mandatory. No history of emotional instability, personality disorder, or other unresolved mental health problems. Must have a high school diploma or GED, possess a high moral character and unquestionable integrity, individual may not have any documented diagnosed history of alcoholism or drug abuse.

LENGTH OF TOUR: 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@army.mil subject line must read (AGR application 23-194 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 23-194 Smith, 1 of 2). For questions, please call 651-282-4155 or email ng.mn.mnarnng.mbx.assets-hro@army.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 <https://minnesotanationalguard.ng.mil/wp-content/uploads/2021/06/ngb-form-34-1.pdf>

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.