



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)  
CEDAR STREET ARMORY - 600 CEDAR STREET  
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**OPEN  
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT  
ANG 23-410**

**OPENING DATE:** 9 May 2023

**CLOSING DATE:** 5 June 2023

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

**POSITION TITLE:** Administrative Assistant to the Wing Commander

**AFSC:** 3F0X1

**DUTY LOCATION:** 133<sup>rd</sup> Airlift Wing, Saint Paul, MN

**SELECTING OFFICIAL:** Col Jesse Carlson, Comm: 612-713-2500

**WHO MAY APPLY:** **ENLISTED (SrA/E-4 to TSgt/E-6)** are eligible to apply. Any AFSC may 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. The military grade of the supervisor must equal or exceed the grade of personnel supervised. Airmen within the first 24 months of initial hire must include an approved exception to policy with the application. 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.

**REMARKS:** Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. Promotions are subject to individual eligibility and a valid UMD position.

**DUTIES AND RESPONSIBILITIES:** Serve as the personal assistant and principal clerical and administrative support to one or more supervisors. Receives visitors and telephone calls and exercises judgment in screening those which can be handled personally or be referred to other staff personnel or divisions. Schedules appointments and makes arrangements for time, participants, and location of meetings in accordance with instructions from supervisor. Coordinate and de-conflict schedules and battle rhythm appointments. Draft and publish notes from staff events as records. Receives incoming correspondence, screens material prior to distribution, establishes controls, and follows up for the supervisor. Sort and prioritize e-mail and prepare draft responses for leaders. Reviews outgoing correspondence for proper format, conformance with general policy and procedural instructions, grammar, accuracy, and inclusion of necessary attachments. Maintains office files of correspondence, directives, regulations, and other convenient information. Correct and recommend approval of OPRs, EPRs and Awards. Prepare training aids for leadership presentations. Arranges for travel, arranges visit schedules, notifies organizations and officials to be visited, makes reservations, and submits travel vouchers and reports. Utilizes word processing equipment to select information from source data or type, from plain copy or rough draft, a variety of material, including military and nonmilitary correspondence, reports, summary sheets and staff studies, and statistical and tabular material. This position works closely with the Wing Executive officer to create efficiencies. Performs other duties as assigned.

**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 [ngmn.mailbox.assets-hro@us.af.mil](mailto:ngmn.mailbox.assets-hro@us.af.mil) subject line must read (AGR application 23-410 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 23-410 Smith, 1 of 2). For questions, please call 651-282-4081 or email [ngmn.mailbox.assets-hro@us.af.mil](mailto:ngmn.mailbox.assets-hro@us.af.mil)

**REQUIRED:** [NGB Form 34-1](#)

Current Report of Individual Person (RIP, multi-page from vMPF)

DD 214(s)

Report of Individual Fitness (myFitness)

Application forms may be obtained at <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/> or <https://ngmnpublic.azurewebsites.us/full-time-jobs-in-minnesota/>

## 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 DAFMAN 36-2905.
2. Air National Guard members must meet the physical qualifications outlined in DAFMAN 48-123. Medical exams must be conducted not more than 12 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 5.7, an individual must not have been previously separated for cause from active duty or previous AGR tour.
10. 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).
11. IAW ANGI 36-101, paragraph 2.2.1.2, 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 3 of ANGI 36-101.
12. IAW ANGI 36-101, paragraph 6.6.1, 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.
13. 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.