



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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**OPEN
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 24-459**

OPENING DATE: 22 April 2024

CLOSING DATE: 31 May 24

RANK/GRADE: MSgt/E-7

POSITION TITLE: Recruiting Flight Chief

AFSC: 8R200

DUTY LOCATION: 148th Fighter Wing, Duluth, MN

SELECTING OFFICIAL: Maj Elizabeth Horngren; Comm: 651-282-4081 or DSN: 825-4081

WHO MAY APPLY: **ENLISTED (TSgt/E-6 to MSgt/E-7)** are eligible to apply. Members with rank higher than MSgt are eligible to apply but would be required to take a rank reduction should they be selected. The military grade of the supervisor must equal or exceed the grade of personnel supervised. Applicants must have 2 years' experience as a Production Recruiter and 1 year experience as an Advanced Recruiter.

REMARKS: PCS Funding is Available. Recruiting positions are eligible for Special Duty Pay. Acceptance of an AGR Position may result in termination of Selected Reserve bonuses. Applicant must possess an overall knowledge of the ANG Recruiting Program and possess knowledge, skill, and proficiency in time management, office management, and sales techniques. Completion of ANG Recruiting and Retention Management Course within one year of assignment is mandatory.

DUTIES AND RESPONSIBILITIES: Responsible for supervision, administration, and management of all wing level recruiting programs as outlined in applicable ANGIs as well as higher headquarters publications and directives. Organizes and executes programs to enlist/appoint quality personnel to satisfy strength requirements for the Wing and State. Communicate recruiting goals and establish strategic planning to meet leadership directives. Military and full-time supervision of the Flight Chief will be with the Recruiting and Retention Senior Enlisted Leader (RRSEL) or other office as designated by the Adjutant General (TAG). Utilizing strategic planning tools as required by NGB/A1Y, the Flight Chief will develop an annual unit recruiting plan in conjunction with the RRSEL, to align with State Strength Maintenance planning and strategy. This will include goals, objectives, recruiting activities, advertising initiatives, and financial planning. Flight chief will serve as the primary recruiting OJT trainer for location Production Recruiters (PRs), maintaining training records, conducting training classes and refresher training for all assigned PRs. Inform RRSEL of status of PRs on a regular basis. Coach PRs on problem areas, offering solutions and corrective/referral actions as necessary. Assist RRSEL in establishing local recruiting and retention production standards based on unit and state strength requirements. Serve as the Primary or Alternate Resource Advisor for the Operations and Maintenance (O&M) and Advertising funds. Ensure AFRISS, ABR, DMDC, and MilPDS are utilized to their full capabilities by all recruiting and retention personnel. Manage office administration and serve as POC for Wing Recruiting Events/Activities. Coordinate monthly with the Retention Office Manager (ROM) and the Unit Manpower Document (UMD) monitor to identify current and projected vacancies. Provide recruiting statistics and analysis as appropriate in conjunction with the RRSEL and ROM. Generate reports to NGB/A1Y through the RRSEL IAW NGB guidance. Ensure recruiting goals are met as established by the RRSEL. Assign production goals to production recruiters. Individual Flight Chief and ROM goals will be comparable and may include Enlistments, Appointments, and Unit Saves. Ensure recruiting efforts reflect NGB initiatives and meet state and wing strength requirements to include mirroring local diversity demographics as able. Develop local awareness publicity programs using available media and managing/coordinating Center of Influence (COI) events IAW NGB guidance.

SPECIALTY QUALIFICATIONS: Must have demonstrated the capability of maintaining recruiting production standards. Must possess an overall knowledge of the ANG Recruiting Program. Must have displayed potential supervisory attributes, be highly motivated, be skilled in oral and written communication and have working knowledge in all current software applications utilized in recruiting offices. Must be an NCO in the grade of E-6 (Technical Sergeant) or E-7 (Master Sergeant). Appearance must project a favorable image of the ANG IAW AFI36-2903 and AFI36-2905 standards. Must maintain an outstanding appearance, military bearing, and high standards of conduct to include no history of disciplinary actions. Comply with military duty eligibility requirements IAW ANGI36-101. Must be willing to work long and irregular hours, be subject to intense public scrutiny, and become involved in civic and military activities that support the local community. Completion of the applicable sales training/coaching programs within 1 year of assignment is mandatory.

LENGTH OF TOUR: 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 for this office will be 4 years. Members will meet an AGR Continuation Board (ACB) determine their continued service in the AGR program beyond their initial AGR 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 subject line must read (AGR application 24-459 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 24-459 Smith, 1 of 2). For questions, please call 651-282-4990 or email 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)
Last 3 EPR/EPBs

Application forms may be obtained at <https://www.ngbpmc.ng.mil/Forms/NGB-Forms/> or <https://ngmnpublish.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.