

**ADOS
MINNESOTA AIR NATIONAL GUARD
MILITARY ADOS ANNOUNCEMENT
ANG 25-144**

OPENING DATE: 10 January 2025

CLOSING DATE: 23 January 2025

RI: Any AFSC

POSITION TITLE: Personnel Security Specialist

TOUR LENGTH: until 30 Sept 2025 (through FY25)

DUTY LOCATION: Joint Force Headquarters, St. Paul, MN

SELECTING OFFICIAL: MAJ Adam Schulze, J2 - Questions can be sent to Maj Elizabeth Horngren, elizabeth.horngren@us.af.mil

AREA OF CONSIDERATION: Current, on-board, members of the Minnesota Air National Guard in the grade of E6 and below

WHO MAY APPLY: ENLISTED (TSgt/E-6) and below are eligible to apply. Any AFSC may apply; this position is currently an ADOS (Active Duty Operational Support) position.

ELIGIBILITY CRITERIA: Member must be a qualified ANG member. Member must hold a "Secret" security clearance. Administrative skills and access to personnel program data bases will be required. Background in Administration/Personnel is a strong desire, Intel or Security is also positive but not required. Member must be able to gain ARNG domain access.

DUTIES AND RESPONSIBILITIES:

1. This position is located at the State's ARNG Intelligence and Security Office at Joint force Headquarter, reporting to the J2 staff. The primary purpose of this position is to serve as a Personnel Security Specialist, responsible for assisting in the personnel security clearances process and supporting an Administrator/Adjudicator with suitability adjudications /determinations for the fitness and suitability on individuals for entry and retention in sensitive and non-sensitive positions required by Army. Additionally, this position will review personnel security background investigations and other source documents that determine suitability, fitness, for federal employment, and other credentialing decisions. Ensures investigative scoping items are met, personal identifying data and investigative questionnaire information is accurate and complete.
2. Receives, reviews, and submits requests for personnel clearances for serviced civilian, contractor, and military personnel. Checks the request for completeness and accuracy and contacts the Security Manager, Supervisor, points of contact at the serviced units, and/or the individual subject of the background/clearance investigation for any questions or corrections that are required. Returns those forms requiring further documentation or correction. Screens personnel, as well as local police records and finance documents for disclosed and undisclosed derogatory information, which may have an impact on the career of the subject under investigation. Questions the subject for clarification on responses that are considered derogatory. Forwards completed form to the appropriate agency for investigation and clearance determination.
3. Performs duties related to assisting suitability adjudications/determinations for the fitness and suitability of civilian employees, contractors and/or applicants for initial and continuing employment retention. Ensures all investigative files are available prior to reviewing and rendering a suitability adjudicative/determination in accordance with suitability guidance and guidelines. Orders any missing investigative files and upon receipt, reviews and analyzes all investigative files for derogatory information. Provides written and oral communication to appointed adjudicator regarding minor derogatory information found in the investigative file.

HOW TO APPLY: All applicants must forward the items 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 (ADOS Application 25-144 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- ADOS Application 25-144 Smith, 1 of 2). For questions, please call 651-282-4990 or email ngmn.mailbox.assets-hro@us.af.mil

APPLICATION PACKAGE CHECKLIST:

- Letter of Intent / Cover Letter
- Resume
- Official Biography (new AF Format)
- Current vMPF Report of Individual Personnel (RIP)/Records Review
- Current Individual Fitness Report from myFitness
- Last three EPR/EPBs
- Letter(s) of Recommendation (Optional)

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.