



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 25-237**

**OPENING DATE:** 31 March 2025

**CLOSING DATE:** 14 April 2025

**RANK/GRADE:** MSgt/E-7

**POSITION TITLE:** Installation Personnel Readiness (IPR)

**AFSC:** 3F071

**DUTY LOCATION:** 133<sup>rd</sup> Airlift Wing, 133<sup>rd</sup> Force Support Squadron, St. Paul, MN

**SELECTING OFFICIAL:** MSgt Sarah Severns, [sarah.severns@us.af.mil](mailto:sarah.severns@us.af.mil), Commercial: 612-713-2030

**WHO MAY APPLY:** **ENLISTED (SSgt/E-5 to MSgt/E-7)** are eligible to apply. Applicants must hold a 3F0X1 AFSC. Higher grades may apply; however, the unit manning document currently supports the grade up to MSgt/E-7. Applicants may need to take a reduction in rank to accept the position. The military grade of the supervisor must equal or exceed the grade of personnel supervised.

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

**DUTIES AND RESPONSIBILITIES:** Coordinates with gaining Major Commands (MAJCOMs), Headquarters, Personnel Readiness Center (PRC), National Guard Bureau (NGB), and unit commanders regarding all matters concerning the activation and/or deployment of forces. Manages the contingency and non-contingency duty status program. Prepares and presents periodic briefings/orientations for mobilization procedures to all commanders required to support deployments. Develops, prepares, analyzes, and coordinates with wing plans office on all unit deployments and wartime tasking and Contingency Operations Plans (CONOPS). Administers the official government passport and visa program for government travel. Serves as advisor to wing/unit commanders on deployment programs. Prepares for and participates in various types of readiness exercises and evaluations such as Readiness Inspections, Air Expeditionary Force tasking (AEF), and Agile Combat Support (ACS) taskings. Assists in direction, coordination, and control of exercise, deployments, and redeployments by developing and coordinating event lists, checklists, etc. for assigned areas to effectively test the deployment/readiness capability/status of the wing. Manages Deployment Systems. Manages Deliberate Crisis Action Planning and Execution System (DCAPES). Maintains personnel accountability and duty status reporting to ensure accurate and timely data is available for Command and Control (C2) for contingency/exercise/manning assistance. Wing Accountability Manager for the Air Force Personnel Accountability and Assessment System. Wing Verifier in the Manpower MPA Man-day Management System (M4S), responsible for the management of all MPA resources. Manages personnel readiness strength accountability. Responsible for management and execution of Contingency Exercise and Deployment (CED) orders. Provides technical guidance and instruction to base organizations on all aspects of Personnel Readiness. Provides training to all base 3F0X1s on all Personnel Readiness functions. Key advisor to the Installation Deployment Readiness Cell (IDRC). Performs other duties as assigned.

**LENGTH OF TOUR:** 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).

**Initial AGR tours will be 3 years. Enlisted member 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 25-237 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 25-237 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) (if available, most current one)  
Report of Individual Fitness (myFitness)

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 based on 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.