



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 25-271**

OPENING DATE: 23 April 2025

CLOSING DATE: 28 April 2025

RANK/GRADE: Maj/O4

POSITION TITLE: Supervisory IT Specialist

AFSC: 17D3A

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

SELECTING OFFICIAL: Col Brian Winter, Comm: 612-713-2534 or DSN: 783-2534

WHO MAY APPLY: **Commissioned (Capt/O3 - Maj/O4)** are eligible to apply. Applicant must hold the 17D3A AFSC. Higher grades may apply; however, may need to take an administrative reduction in rank if selected. 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 they are 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 eligibility and a valid UMD position. Experience in IT and managing IT employees is highly desired.

DUTIES AND RESPONSIBILITIES: The purpose of this position is to provide supervision, subordinate guidance, and team leadership to AGR, dual status, non-dual status, and civilian employees. They are accountable for directing the information and data integrity of all base and tenant organizations, as well as geographically separated units (GSUs) and communications and information functions. As the supervisor, the incumbent coordinates with DOD, AF, MAJCOMS, National Guard Bureau (NGB), other activities, and Wing Flying Units to procure, distribute, maintain, and replace requirements for all information technology (IT) and telecommunications infrastructure. Performs long-term planning and organizational development necessary to accomplish IT and telecommunications functions for programs essential ANG daily operations, training, and readiness missions. Manages, plans, organizes, controls, and directs the communications activities for the Wing and Base to ensure mission accomplishment and optimum use of resources. Sets policy, directs and monitors support and related programs including planning and programming, funds distribution and management, economic analysis assistance, budget administration, material management, and related activities. Establishes, advises, and consults on production and quality requirements, mission objectives, equipment requirements and other logistics needs, to ensure requirements satisfy the respective mission sets and obligations. Plans and institutes communications fiscal policies to implement federal law, higher level directives, and to provide optimum support to subordinate organizations. Coordinates communications activities and projects with other concerned agencies and organizations. Determines goals and objectives for the organization. Exercises supervisory responsibility and authority including granting leave, appraising performance, establishing performance standards, recommending promotions, and initiating disciplinary actions as needed. Gives advice, counsel, and instructions to supervisors and subordinate incumbents on both general policy and administrative matters.

LENGTH OF TOUR: Initial tours may not exceed 6 years. Members must remain in the position to which they are 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 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 subject line must read (AGR application 25-271 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 25-271 Smith, 1 of 2). For questions, please call 651-282-4081 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), (most current one, if applicable)
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 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.