



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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**OPEN
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 24-276**

OPENING DATE: 25 April 2025

CLOSING DATE: 9 May 2025

RANK/GRADE: SMSgt/E-8

POSITION TITLE: Unit Deployment Manager

AFSC: 3EX

DUTY LOCATION: 133rd Civil Engineer Squadron (CES), 133rd Airlift Wing, Saint Paul, MN

SELECTING OFFICIAL: Maj Andrew Anderson, Comm: 612-713-2225 or DSN: 783-2225

WHO MAY APPLY: **ENLISTED (SSgt/E-5 to SMSgt/E-8)** are eligible to apply. Applicant must hold a 3EX AFSC to 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.

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: Plans, organizes, and manages the day-to-day activities of the civil engineer unit with regards to the PRIME BEEF and mobility programs for critical essential mission requirements. Manages deployment/contingency planning for mission accomplishments. Serves as the subject matter expert and consultant to the unit commander on all matters pertaining to the availability and management of CE administration and services, and PRIME BEEF and mobility programs impacting the unit. Develops goals and objectives and reviews and revises policies, procedures, mission objectives, and implements quality improvements. Plans work to be accomplished, set and adjusts priorities to meet organization and customer needs. Provides direction and advice regarding operating policies, procedures, and guidelines. Accomplishes CE administrative tasks. Evaluates requirements and balances organizational needs with overall mission requirements and available resources. Reviews available resources (i.e. personnel, equipment) and maximizes their use in support of the CES. Provides guidance on a range of operating and administrative issues. Identifies deficiencies and develops/implements plans for increasing mission readiness. Ensures the civil engineering unit meets requirements for wartime capability and/or AEF requirements. Identifies need for change in priorities and implements changes. Makes decisions on work issues and initiates necessary actions. Takes action to address and/or resolve daily operating problems/issues. Plans, efficiently organizes, and effectively manages the civil engineer administrative, PRIME BEEF, and mobility activities in compliance with guidance. Effectively manages resources to meet the needs of the organization and mission requirements. Provides accurate guidance on a range of operating and administrative issues and resolves daily operating problems/issues. Manages the PRIME BEEF and Mobility programs for the CE unit. Evaluates the effectiveness of PRIME BEEF and mobility programs for the unit. Analyzes data and reports. Provides advice and technical guidance in all areas related to PRIME BEEF and Mobility. Reviews/approves and maintains a current file of PRIME BEEF and mobility plans. Prepares the unit for rapid deployment in support of plans for mobility, contingency, wartime operations, operations security, emergency response, support plans and programs, and exercises which provide training for unit members. Provides required support for all aspects of the Fire Protection Program to include O&M and RPA funding, equipment acquisition, equipment maintenance, protective clothing/devices, training aides, and PRIME BEEF and Mobility requirements. Analyzes the readiness capability of the unit through evaluation of training, equipment status, manning, and unit supervision. Reviews status of equipment and personnel assets for Status of Resource Training System (SORTS) reporting. Procures, stores, and maintains mobility equipment and home station training equipment as required by specific Equipment and Supply Listing (ESL), and Allowance Source Codes (ASC). Manages unit deployable and home station equipment and supply program to include requisitions, inventories, turn-in and repair and maintenance of mobility equipment, tool kits, mobility bags, ammunition and home station training equipment. Directs and implements weapons, scheduled maintenance and serviceability checks of mobility equipment and Precision Measurement Equipment Laboratory (PMEL) items IAW directives. Monitors host base supply documents to assure due-in equipment arrives in minimal time and that equipment complies with standards and descriptions of originally ordered items. Reviews and identifies changes in ESL to ensure equipment inventory is current and correct.

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). **Initial AGR tours will be 3 years. 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 subject line must read (AGR application 24-276 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 24-276 Smith, 1 of 2). For questions, please call 651-268-8970 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.