

MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
CEDAR STREET ARMORY - 600 CEDAR STREET
ST. PAUL, MN 55101
TELEPHONE: (651) 282-4990 DSN: 825-4990



**OPEN
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 25-298**

OPENING DATE: 19 May 2025

CLOSING DATE: 17 June 2025

RANK/GRADE: MSgt/E-7

POSITION TITLE: Human Resource Assistant/Military Personnel Management Assistant (MPMA)

AFSC: 3F051/3F071

DUTY LOCATION: Joint Force Headquarters, Saint Paul, MN

SELECTING OFFICIAL: Major Liz Horngren, Comm: 651-282-4081 or DSN: 825-4081

WHO MAY APPLY: **ENLISTED (SrA/E-4 to MSgt/E-7)** are eligible to apply. Members must hold 3F051/3F071 or 3F551/3F571 to apply. Higher grades may apply but may be required to take a reduction in rank if selected.

REMARKS: PCS funding is available. Acceptance of an AGR position may result in termination of Selected Reserve Bonuses. Promotion is subject to eligibility; the UMD currently supports up to MSgt/E-7, available for immediate selection.

DUTIES AND RESPONSIBILITIES: Serves as principal assistant to the Military Personnel Management Officer, and in their absence, ensures continuity of operations. Provides staff assistance, guidance, and program improvements for matters concerning ANG personnel in matters of personnel, administration, and training. Manages military personnel and human resource programs, as assigned. Provides State level coordination of all military personnel programs to include but not limited to: enlistment, appointment, awards, performance evaluation reports, promotions and demotions, officer and enlisted selective retention, discharges, and separations. Monitors state level responsibilities regarding personnel assignments, reassignments, and classification actions. Conducts in-depth research on difficult personnel cases, administrative matters, and training problems. Maintains frequent contact with the National Guard Bureau (NGB), Air Reserve Personnel Center (ARPC), and Air Force Personnel Center (AFPC). Updates and maintains personnel data systems, analyzes data mismatches, and provides Joint Force Headquarters leadership with accurate data points to make force management decisions. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy. Monitors personnel actions for timeliness, propriety, and accuracy. Organizes and compiles management data and submits reports. Provides additional personnel support, as required. Desired experience and knowledge of programs to include milPDS, MyFSS, AROWS, DTS, Command Human Resources Intelligence System (CHRIS), Military Personnel Data System (MilPDS), Personnel Records Display Application (PRDA), Case Management System (CMS), Resource Management, and MS Office Suite. Performs other duties as assigned.

LENGTH OF TOUR: IAW ANGI 36-101 Initial tours may not exceed 6 years. Member must remain in the position to which initially assigned for a minimum of 24 months. Tours may not extend beyond an enlisted member's Expiration Term of Service (ETS). ***Initial AGR tours will be up to 5 years. Initial Tour members will meet an AGR Continuation Board (ACB) a year prior to the end of their initial order to determine their continued service in the AGR program. Selection Official will review candidates for TAFMS to establish initial tour length. Assignment to this role is intended as a broadening tour, initial and career tour applicants will be mentored for follow-on roles.***

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 25-298 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 25-298 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)

History Report of Individual Fitness (myFitness)

Last 3 EPR/EPB

Military Biography

2 Letter of Recommendation

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.