



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 25-323**

OPENING DATE: 6 JUNE 2025

CLOSING DATE: 20 June 2025

RANK/GRADE: TSgt/E-6

POSITION TITLE: Recruiting and Retention Administration

AFSC: 3FX5X

DUTY LOCATION: TBD, Saint Paul or Minneapolis, MN

SELECTING OFFICIAL: Maj Andrea Kostiuik // 651-331-8041 or andrea.kostiuk@us.af.mil

WHO MAY APPLY: ENLISTED (SrA/E-4 to TSgt/E-6) are eligible to apply. Member must hold the AFSC of 3FX5X. MUST READ SPECIALITY QUALIFICATIONS.

REMARKS: Promotions are subject to eligibility and a valid UMD position. The UMD currently supports up to TSgt/E-6 and may require a reduction in rank.

DUTIES AND RESPONSIBILITIES: Conducts all accessions administration functions within the Recruiting and Retention scope of responsibilities. Reports directly to Recruiting and Retention Senior Enlisted Leader. Works closely with local Force Support Squadron on all accession administration functions to ensure all accession actions are completed for enlisted and officer applicants. Manages and updates the Vacancy Management Tool and Talent Market Place to fill vacant positions. May assist with new member in-processing to include filing NOBE, Kicker, IEW's in addition to supporting the Retention Office Manager with the CMP program and UCA programs. Manages State to State transfers, in coordination with the Retention Office Manager for incentives and Recruiting Medical Accession NCO. Provides updates to SEL and Recruiting Commander on all trends and issues in regard to the applicant administrative accession process. Assists with records keeping/audit, data metrics, and facilitate enrollment into local education/incentive programs. All other duties as assigned.

SPECIALTY QUALIFICATIONS: Must be knowledgeable of the organization, mission, and operations of the ANG. Score 80 or above on last two fitness tests, or 90 or above on most recent fitness test, no failure on any portion within the last 12 months. No current fitness exemptions. Comply with military duty eligibility requirements IAW ANGI 36-101. Appearance must project a favorable image of the ANG IAW AFI 36-2903 and AFI 36-2905 standards. Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. Must be able to speak clearly and communicate effectively. Must be willing to work long irregular hours, be subject to public scrutiny, and become involved in civic and military activities that support the local community. Must possess skills in oral and written communication and have working knowledge in current computer software applications. No history of emotional instability, personality disorder, or other unresolved mental health problems. Must have a high school diploma or GED, possess a high moral character and unquestionable integrity, individual may not have any documented diagnosed history of alcoholism or drug abuse. For award and retention of this AFSC, must maintain local network access IAW AFI 17-130, Cybersecurity Program Management. Must possess and maintain a valid state driver's license to operate government motor vehicle (GMV) in accordance with AFI 24-301, Ground Transportation.

LENGTH OF TOUR: Available immediately through 30 September 2026. Tour may not extend beyond an enlisted member's Expiration Term of Service (ETS).

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 25-323 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 25-323 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)

Report of Individual Fitness (myFitness)

2 Letters of Recommendation

- One from subordinate (if applicable) or peer
- One from supervisor

Application forms may be obtained at <https://minnesotanationalguard.ng.mil/wp-content/uploads/2021/06/ngb-form-34-1.pdf>

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.