



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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OPEN
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 25-412

OPENING DATE: 15 August 2025

CLOSING DATE: 25 August 2025

RANK/GRADE: MSgt/E-7

POSITION TITLE: Retention Office Manager (ROM)

AFSC: Any

DUTY LOCATION: Joint Force Headquarters, 148th Fighter Wing, Duluth, MN

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

WHO MAY APPLY: **ENLISTED, (TSgt/E6 promotable – MSgt/E7)** are eligible 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: PCS funding is available. Acceptance of an AGR Position will result in termination of Selected Reserve bonuses. Promotions are subject to eligibility and a valid UMD position. Promotion to MSgt/E-7 may be possible without further competition. Member selected will not be accessed until incumbent vacates position. Airmen within the first 24 months of initial hire must include an approved exception to policy with the application. Waivers may be approved in exceptional circumstances by TAG.

DUTIES AND RESPONSIBILITIES: The position of Retention Office Manager (ROM) serves as the Office of Primary Responsibility (OPR) for the administration and management of all retention programs as outlined in ANGI 36-2602, *Air National Guard Retention Programs*. Assist unit commanders in maintaining strength by ensuring members are interviewed/counseled and that current information is disseminated concerning benefits and entitlements, thus aiding unit commanders in their force management goals and guiding members in achieving their career goals, as appropriate. Assist in the planning, development and publication of policies and procedures for local retention programs. Manage the ANG Incentive Program (to include state incentives) and the Montgomery G.I. Bill (MGIB) Program to enhance retention of ANG members. Develop, monitor, and assist unit commanders in administering Retention Programs. Meet goals as determined by the State Recruiting and Retention Senior Enlisted Leader (RRSEL) within the following program: ANG State to State transfers and Unit Saves. Ensure Wing and/or GSUs have an effective unit retention program present for all respective units to include unit staff assistance visits, training, briefings, and advertising. Serve as the Alternate Resource Advisor for the Operation and Maintenance and Advertising funds. Utilize the Air Force Recruiting Information Support System-Total Force (AFRISS-TF), Military Personnel Data System (MilPDS), and Defense Manpower Data Center (DMDC) for retention duties. Track unit saves. Provide retention and career counseling to assigned personnel as requested and/or required. Manage the UCA Program/Career Motivation Program to include training, guidance, and recognition. Assist in the development of a Wing Newcomers' Orientation Program for all new members and partner with other offices for implementation. Provide a Retention Plan to the RRSEL and RR Commander annually, outlining goals and objectives, planned retention activities/events, justifying operational budgetary needs, and report effectiveness of incentive program requirements, directly involving local strength management goals. Assist other Wing agencies to resolve individual issues that directly impact ANG member retention decisions (i.e. Family Readiness Program and First Sergeants). Supervise and train traditional guard members who are directly involved in retention programs. Primary responsibilities are Retention Programs, ANG State to State transfers, and other duties as assigned.

SPECIALTY QUALIFICATIONS: Must maintain outstanding appearance, military bearing and high standards of conduct to include no history of disciplinary actions. 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. Must have displayed potential supervisory attributes, be highly motivated, skilled in oral and written communication, and a working knowledge in current computer software applications. Must maintain outstanding appearance IAW DAFI 36-2903 and DAFMAN 36-2905 standards, military bearing, and high standards of conduct to include no history of disciplinary actions. Comply with military duty eligibility requirements in IAW ANGI 36-101. Must be willing to work long and/or irregular hours and understand programs may be subject to intense scrutiny. Completion of the applicable sales training / coaching programs within one year of assignment is mandatory. Completion of both the ANG Production Recruiter Course (for non-3G applicants) and Basic Retention Office Manager Course (all applicants) upon assignment is mandatory and ideally completed within the first year.

LENGTH OF TOUR: Initial AGR tours in the state of Minnesota will be 3 years. Continuation 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). 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. Members are 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 25-412 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, the subject line must end in 1 of 2, 2 of 2 (example- AGR Application 25-412 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
 - 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.