



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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OPEN
AIR NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ANG 26-097

OPENING DATE: 06 March 2026

CLOSING DATE: **20 March 2026**

RANK/GRADE: SMSgt/E-8

POSITION TITLE: Force Development Flight Chief

AFSC: 3F291

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

SELECTING OFFICIAL: Lt Col Jason Bartlett, Comm: 612-713-2021 or DSN: 783-2021

WHO MAY APPLY: **ENLISTED promotable MSgt/E-7 to SMSgt/E-8 with a minimum of 24 months as a 3F271** 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. 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 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. Promotion to SMSgt will be contingent upon the availability of a controlled grade.

DUTIES AND RESPONSIBILITIES: Plans, directs, controls, and oversees all elements of the Education, Training and Distance Learning Programs. Ensures Unit Training Managers (UTMs) and Additional Duty Unit Training Managers (ADUTMs) are qualified in, and knowledgeable of their responsibilities. Incumbent supports unit-training programs contributing to mission capability and administers military training programs for all units serviced by the Force Support Squadron (FSS). Manages programs involving on-the job training (OJT), formal school training, Air Force Career Development Academy (AFCDA) training, Professional Military Education (PME), and ancillary training. Provides Education and Training advisory services to commanders and staff on all education and training programs. Advises commanders, unit personnel, and training activities on ways to improve their OJT program. Recommends cost-effective processes to meet specialty qualifications, skill level upgrade requirements, and PME applications. Explains goals and objectives; provides instructional methods and determines training requirements. Establishes local policies and procedures to provide a uniform and effective internal OJT program. Trains unit training managers (UTMs) and additional duty unit training managers (ADUTMs) to familiarize them with concepts, scope, objectives, and procedures pertinent to unit training, and with regard to the responsibilities of commanders, supervisors, trainers, certifiers, and trainees in the organizations supported. Analyzes training data for trends, advises the installation commander, and coordinates corrective action. Confers with management and other key operating personnel to discuss training needs, problems and goals. Establishes training objectives through analysis of training reports, unit input, course feedback, and DAF, ANG, and gaining command directives. Manages personnel Air Force Specialty Code (AFSC) classification and oversees the utilization of assigned personnel. Monitors the classification system to ensure all personnel identified for upgrade meet the mandatory requirements for award of the AFSC. Reviews programs to evaluate adherence to management procedures. Discusses findings and initiates action to correct deficiencies and maintain follow-up to ensure corrective action is taken. Conducts staff visits and trains personnel within the unit for all education and training programs for which they are responsible. Manages data in computer-based systems. OPR and trainer for UTMs on the use of the Department of the Air Force enterprise Learning platform (DAFeL), the Department of the Air Force Learning Record (DAFLR), myLearning, myTraining, Training Business Area (TBA 2.0), Military Personnel Data System (MILPDS) and the Air Force Virtual Education Center (AFVEC). Serves as the Distance Learning (DL) Office point of contact. Processes, manages, and controls Air Education & Training Command (AETC) Type 6 technical training requirements locally. Ensures accuracy of MILPDS data and performs functional review of data reliability. Oversees administrative activities including the establishment and maintenance of administrative, suspense, and publication files and records; safeguards AFCDA CDC test materials, and prepares reports, correspondence, requisitions and forms. Drafts and publishes standard operating procedures (SOPs), local guides, procedures, and local training directives. Serve as the Test Control Officer (TCO) for CDC testing, the Armed Forces Classification Test (AFCT) and the Air Force Officer Qualifying Test (AFOQT). Performs personnel supervisory and management responsibilities. Plans and schedules work to be accomplished within the training and education function. Oversees and directs the work of one or two subordinate employees. Assists with the establishment of work standards, ensures work assigned by the supervisor is accomplished in a timely and effective manner, and that work complies with established work methods and directives. Accomplishes appraisal for assigned personnel and recommend the filling of vacant positions. Monitors and oversees school resource budgeting, forecasts and requests Military Personnel (MilPers), and Operation and Maintenance (O&M) resource requirements for formal schools. Monitors and oversees the Mission Essential Skills Training budget. Ensures all resource management deadlines are met in accordance with applicable regulations and guidance. Performs other duties as assigned.

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) or an officer's Mandatory Separation Date (MSD) for Lt Col and above. ***Initial AGR tours will be 3 years. Both officers and 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 26-097 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 26-097 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)

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.