



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
VETERANS SERVICE BUILDING – 20 12TH STREET WEST
ST. PAUL, MN 55155-2004
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OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 21-584

OPENING DATE: 30 August 2021

CLOSING DATE: 13 September 2021

RANK/GRADE: SGT/E-5

POSITION TITLE: Assistant Supply / Admin NCO

MOS/AOC/BANCH: 88M

DUTY LOCATION: 114 Transportation Company, Camp Ripley, MN

SELECTING OFFICIAL: CPT Osa McGillick, 651-282-4751

WHO MAY APPLY: Open to current SPC-CPL/E4 and SGT/E-5s. Higher graded Soldiers are eligible to apply by may be required to take a reduction in rank to accept this position. Personnel who are members or are eligible to become members of the Minnesota National Guard.

REMARKS: Acceptance of an AGR position will result in termination of Selected Reserve bonuses.

DUTIES AND RESPONSIBILITIES: This position is located at the company level. Responsible for logistics administrative duties for the company. Track progress and assist with services and calibrations. Provide supply support by accomplishing the following day-to-day functions such as responsible for requests, exchanges, issues, recovers and turn-in of personal clothing in accordance with current directives. Responsible for assisting the Supply NCO with the accountability of all equipment assigned to the organization to include expendable/durable goods and maintaining hand-receipts on said items. Requests, receives, stores and turns in property as required and directed by the Property Book Officer. Assists/supports members of the unit in obtaining items required for their operations. Maintains records and reports on POL at unit level. Inventory sensitive items in accordance with current directives; furnishes supply related feeder reports as required. Responsible for ordering, picking up rations, and maintaining ration account records. Complete cross training by becoming familiar with and occasionally performing duties of other full time support positions assigned to the unit. Works under the administrative supervision of the Senior Full Time person of the unit to which assigned. Performs GCSS-Army transactions, unit Calibration transactions, and assists unit supply and maintenance NCO with scheduling and completion of services. Initiates and/or completes personnel actions for the company such as appointment packages, new member personnel in-processing, discharges, promotions, reductions, MOS assignments, and transfers. Completes efficiency reports to include but not limited to OERs, NCOERs, medical readiness rosters, and security clearances. Prepares and submits payroll. Researches and corrects pay discrepancies. Assists soldiers in gathering and submitting documentation necessary to receive educational and bonus incentives. Initiates requests for discharges. Counsels soldiers and spouses on retirement options, benefits and processes forms as necessary. Assists with and occasionally performing duties of other full time support positions assigned to the battalion. Works under the administrative supervision of the Senior Full Time person of the unit to which assigned. Accomplishes day-to-day policies and procedures. Receives technical guidance from the BN S4 and S1 NCOICs. Performs other duties as assigned. Must be DMOS qualified within the period prescribed in NGR 600-5.

LENGTH OF TOUR: 3 YEARS – Subject to program continuance; members successfully completing initial tour will be afforded priority for tour extension, after completing initial 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 Prime Remote or TRICARE Standard coverage for dependents. Military Exchange and Commissary privileges.

AGR PROGRAM MINIMUM QUALIFICATION REQUIREMENTS

1. Must be a member or eligible to become a member of the Minnesota Army National Guard. Selected individual must extend/enlist for a period equal to the AGR tour.

2. Must meet medical standards prescribed by AR 40-501, Chapter 3 and physical standards prescribed by AR 600-9. Soldier must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, chapter 3 conducted within 12 months prior to initial entry into the AGR Program. Soldier must have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to initial entry into the AGR program IAW AR 600-110. This examination is to be accomplished at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical units; or a civilian medical facility.
3. The individual must be eligible to complete a minimum of five (5) years in AGR status immediately prior to his/her mandatory separation date or prior to completing 18 years of Active Federal Service.
4. Individual must not be eligible for, nor receiving a federal military retired or retainer pay, nor federal service annuities.
5. Individual must possess or be able to obtain appropriate security clearance.
6. Must not be a candidate for elective office, holding a civil office (full or part-time), or engage in partisan political activities as defined by DoD Directive 5500.7, Joint Ethics Regulation.
7. Applicant selected will be subject to State Military Justice procedures/statutes and State Civil Laws/statutes, as appropriate, when serving under provisions of Title 32 U.S.C.
8. Applicant must meet other eligibility requirements for AGR service under the provisions of AR 135-18 and NGR 600-5

HOW TO APPLY: Applicants must forward the forms listed below to the Human Resource Office no later than the Closing Date indicated above. E-mail applications to nq.mn.mnarnq.mbx.assets-hro@mail.mil. Subject line must read "21-584 Last Name". Please **scan packet in as a SINGLE pdf file**. If the file is too large to send in one email, subject line must end in 1 of 2, 2 of 2 (example – 21-584 Smith, 1 of 2). **Attachments will be labeled with the same naming convention as the subject line**. For questions, please email nq.mn.mnarnq.mbx.assets-hro@mail.mil.

REQUIRED DOCUMENTS:

Complete page 3 of this announcement
NGB Form 34-1 (must be signed and dated)
DA 705 (APFT Card)
Validated ERB
DD 2807/DD2808, or PHA (Physical Exam Forms)
Retirement Points Accounting Management (RPAM)
Three most recent NCOERs
DD 214s

HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included. If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification.

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at <http://www.minnesotanationalguard.org/careers>.

Upon selection, individuals will undergo a background check to validate suitability for employment with the federal government as permitted by law, regulation, Presidential order or other authority. Suitability is dependent upon the particular requirements for security clearance, sensitivity level, and DOD IT network access. Items checked include, but are not limited to all criminal history record information, employment history, education and fiscal accountability/responsibility.

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 or 651-282-4078.

MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Open AGR Vacancy Announcement, ARNG 21-584, Assistant Supply / Admin NCO.

- 1. I request consideration for the above vacancy.
- 2. Copies of my NGB 34-1, DA 705, validated ERB, PHA Exam, RPAM, last three NCOERs, and DD 214s are attached.
- 3. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

<u>Organization</u>	<u>Duty Position/MOS</u>	<u>Dates of Employment</u>	<u>Supervisor</u>	<u>Phone Number</u>

- 4. My current Leader Development Requirement is _____. I ☐ have ☐ have not completed this requirement.
- 5. I am AOC/MOS qualified in the following specialties:

- 6. Highest civilian education completed: _____.
- 7. Most recent APFT: Date _____ ☐ Pass ☐ Fail
- 8. Most recent weight-in: Date _____ ☐ Pass ☐ Fail
- 9. Most recent physical: Date _____
- 10. Where I can be contacted at: Home Phone _____ Work _____.
- 11. Home Address: _____.
- 12. Additional comments (you may include personal references):

Signature: _____

Name, Rank: _____

Position Title: _____

FORWARD APPLICATION TO: nq.mn.mnarng.mbx.assets-hro@mail.mil