



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)  
VETERANS SERVICE BUILDING – 20 12TH STREET WEST  
ST. PAUL, MN 55155-2004  
TELEPHONE: (651) 282-4155 DSN: 825-4155

**OPEN**  
**ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)**  
**VACANCY ANNOUNCEMENT**  
**ARNG 21-594**

**OPENING DATE:** 7 September 2021 **CLOSING DATE:** 21 September 2021

**RANK/GRADE:** SGT/E-5

**POSITION TITLE:** Training NCO

**MOS/AOC/BRANCH:** 25U

**DUTY LOCATION:** 2-147 AHB, St. Paul, MN

**SELECTING OFFICIAL:** CPT Brandon Hale

**WHO MAY APPLY:** SPC/E4s- SGT/E-5s. **Must have or be able to obtain 25U MOS;** Moderate Physical demand rating, PUHLES: 111221, and minimum ASVAB scores as follows: EL: 95, SC: 95 (Prior to 20020102), EL: 93, SC: 93 (20020102 – 20040701) or EL: 93, SC: 92 (after 20040701). Soldiers of a higher pay grade are eligible to apply but are 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. Individual selected for position must become MOSQ within 12 months.

**DUTIES AND RESPONSIBILITIES:** This is an intermediate, unit level position. Assists in carrying out the plans and programs established by the chain of command for the accomplishment of the unit training objectives and missions. Functions as the company technical advisor for all training items. Submits schools applications, orders, funding, and Defense Travel System (DTS) Authorizations/Vouchers and verifies for completeness and accuracy as well as executing career management and PAR functions in IPPS-A for personnel obtaining new qualifications. Maintains the unit training files and libraries. Prepares and submits requests for training areas and ranges. Assists the Readiness NCO in obtaining/maintaining mobilization readiness of the unit. Coordinates closely with the Company Commander and First Sergeant in developing, implementing, monitoring and evaluating the unit's individual training programs and records, training schedules, and training assessments in accordance with Digital Training Management System (DTMS) guidance/standards. Performs duties as unit security manager and assist with Master Driver duties. Completes cross training by becoming familiar with and occasionally performing duties of other full-time support positions assigned to the unit. Receives technical guidance from the Battalion Operations Sergeant. Performs other duties as assigned or required. 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 [ng.mn.mnarnng.mbx.assets-hro@mail.mil](mailto:ng.mn.mnarnng.mbx.assets-hro@mail.mil). Subject line must read "21-594 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 – 21-594 Smith, 1 of 2). **Attachments will be labeled with the same naming convention as the subject line**. For questions, please email [ng.mn.mnarnng.mbx.assets-hro@mail.mil](mailto:ng.mn.mnarnng.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), or MEDPROS IMR  
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 21-594, Training 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.mnarnng.mbx.assets-hro@mail.mil](mailto:nq.mn.mnarnng.mbx.assets-hro@mail.mil)