



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
600 CEDAR STREET WEST
ST. PAUL, MN 55155-2004
TELEPHONE: (651) 282-4625 DSN: 4625

**OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 22-534**

OPENING DATE: 28 June 2022

CLOSING DATE: 12 July 2022

RANK/GRADE: SSG/E-6

POSITION TITLE: Training NCO

MOS/AOC/BRANCH: 92A

DUTY LOCATION: HSC 834th ASB, Arden Hills, MN 55008

SELECTING OFFICIAL: MAJ Josh D. Winkleman (651) 282-4072

WHO MAY APPLY: Open to current SGT/E-5s and SSG/E-6s. Soldiers of a higher pay grade are eligible to apply but will 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: Advises the commander on training, logistics, personnel, and all readiness requirements. Has oversight of the military school program (DMOSQ and NCOES) of the unit. Prepares and/or reviews training directives, individual training records, DOMOPs plans, SOPs, readiness reports and higher headquarters' orders. Plans and submits requisitions for training aids, devices, simulators and simulations, and other requirements to support unit training. Supervises development of annual unit training plans. Prepares training schedules and plans for approval of commander and higher headquarters. Manages the Unit Manning Report (UMR). Coordinates retention efforts of the unit with full time Retention NCO. Acts as liaison to the Family Readiness Group (FRG) as the Military Point Contact (MPOC). Provides day-to-day supervision for unit level Technician Soldiers. Supervises preparation of all unit level pay actions. Manages the Armory funds. Coordinates closely with the staff in developing, implementing, monitoring, and evaluating training records in accordance with Army Training Management System (ATMS) guidance/standards. In coordination with the Senior Operations NCO, prepares training related reports required by higher headquarters. Responsible for all schools' actions for the brigade, along with managing travel authorizations and vouchers utilizing the Defense Travel System (DTS). Intermediate approval for all military schools' actions in ATRRS, AFAM and DTMS to include Requests for Orders (RFO) in DAMPs and DTS authorizations and vouchers. Completes cross training to become familiar with and occasionally performing duties of other full-time support positions assigned to the unit full-time staff. Works under the administrative supervision of the Senior Operations NCO. Manages unit personnel and brigade schools using systems such as, but not limited to: Integrated Personnel and Pay System Army (IPPS-a), Army Training Requirements and Resources System (ATRRS), ATRRS Funding Allocation Model (AFAM), Department of the Army Mobilization Processing System (DAMPS), Defense Travel System (DTS), My Unit Pay (MUP), Digital Training Management System (DTMS), and Range Facility Management Support System (RFMSS). Prepares correspondence IAW AR 25-50. Receives technical guidance from the Battalion Training Officer, Operations NCOIC and Training NCO. Performs other duties as assigned.

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 MINIMUM QUALIFICATION REQUIREMENTS

1. New AGR Accession 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. For a new AGR Accession 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
9. Applicant must be fully vaccinated against COVID-19 or have an approved exemption prior to start date. Reference OPOD_JFMN_J3_22_002_(VACCINATE_THE_FORCE).

HOW TO APPLY: Applicants forward the forms listed below to arrive in the Human Resource Office no later than the closing date indicated above. E-mail applications in a **SINGLE** pdf file to ng.mn.mnarnng.mbx.assets-hro@army.mil subject line must read "**22-534 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **22-534 Smith, 1 of 2**). **Applications submitted that are missing documentation, not submitted in a single pdf file, or that have errors such as missing signatures, incorrect subject lines, etc. will not be accepted. 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. For questions, please email ng.mn.mnarnng.mbx.assets-hro@army.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 (IMR Preferred)
Retirement Points Accounting Management (RPAM)
Three most recent NCOERs
DD 214s
Letter/s of Recommendation (optional)

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.

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>.

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MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for MERIT AGR Vacancy Announcement, ARNG 22-534, 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: ng.mn.mnarng.mbx.assets-hro@army.mil