



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 22-540**

**OPENING DATE:** 30 June 2022      **CLOSING DATE:** 14 July 2022      **RANK/GRADE:** SGT/E5 – SSG/E6

**POSITION TITLE:** Supply NCO      **MOS/AOC/BRANCH:** 92Y

**DUTY LOCATION:** B Troop, 1-94 CAV SQDN, Pine City, MN 55063

**SELECTING OFFICIAL:** 1SG Aaron Johnson, (651) 282-4568

**WHO MAY APPLY:** Current SGT/E5 (promotable) and SSG/E6 are eligible to apply. 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. Must be eligible to become duty MOS qualified within 12 months of hire.

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

**DUTIES AND RESPONSIBILITIES:** This position is located at the unit level. The purpose of this position is to provide general supply functions at Company level to accomplish the commander's plans and programs in attaining logistical and mobilization readiness objectives. 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 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 BN 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. Supervises the following supply related day-to-day functions such as preparation of maintenance requests and register for scheduled and unscheduled maintenance. Complete cross training by becoming familiar with and occasionally performing duties of other full time support positions assigned to the BN. 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 NCOIC All other duties as assigned. Must be qualified in DMOS or become 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. 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](mailto:ng.mn.mnarnng.mbx.assets-hro@army.mil) subject line must read "**22-540 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **22-540 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](mailto: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 (Physical Exam Forms) or IMR  
Retirement Points Accounting Management (RPAM)  
Three most recent NCOERs  
DD 214s

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 AGR Vacancy Announcement, ARNG 22-540, Supply NCO.

- 1. I request consideration for the above vacancy.
- 2. Copies of my signed NGB 34-1, DA 705, validated ERB, PHA, RPAM, last three NCOERs and 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](mailto:ng.mn.mnarng.mbx.assets-hro@army.mil)

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