



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
600 CEDAR STREET WEST
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MERIT
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 23-158

OPENING DATE: 12 January 2023

CLOSING DATE: 2 February 2023

RANK/GRADE: E7/ SFC

POSITION TITLE: Readiness NCO

MOS/AOC/BRANCH: 91X

DUTY LOCATION: E Co, 134th BSB, Stillwater, MN 55082

SELECTING OFFICIAL: MAJ Ashley Morgan, 651-268-8098

WHO MAY APPLY: **Current E7 AGR Soldiers are eligible to apply.** Higher graded Soldiers are eligible to apply but may be required to take a reduction in rank to accept this position. Must be eligible to become duty MOS qualified within 12 months of hire.

DUTIES AND RESPONSIBILITIES: Advises the Commander on training, logistics, personnel, and unit mobilization readiness requirements and ensures the unit develops, updates, and maintains comprehensive mobilization plans.

Process documents such as transportation reports, load plans, movement plans, post mobilization directives. Serves as primary point of contact for input into the unit readiness reports. Has oversight of the military school program (DMOSQ and NCOES) of the unit. Prepares and/or reviews training directives, individual training records, operation orders, mobilization plans, SOPs and readiness reports. Reviews or prepares training schedules and plans for approval of commander and higher headquarters. Manages the Unit Manning Report (UMR). Ensures the armory is properly cared for, safeguarded and the process for rental of the facility is handled in accordance with governing directives. Coordinates the recruiting and retention efforts of the unit with full time Recruiting and Retention personnel. In the absence of assigned janitorial staff, works with other assigned full time support personnel to maintain physical security care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance. Acts as liaison to the Family Readiness Group (FRG) as the Military Point Contact (MPOC) as well as the Citizen's Committee and Beyond the Yellow Ribbon Networks (BYR). Provides day-to-day supervision for AGR Soldiers and dual status technicians. Performs other duties as assigned. Supervises or prepares all pay in My Unit Pay and manages the units training funds. Should be exposed to using systems such as but not limited to: Reserve Component Automation System, Personnel Electronic Records Management System Medical Protection System Line of Duty, ATTRS Funding Allocation Model, Automated Funds Control and Orders Module, Defense Travel System. Army Training Requirements and Resources System, My Unit Pay, DISS, Digital Training Management System, Force Management System Website, Abbreviated Ground Accident Report, and Financial Liability Investigations of Property Loss. 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 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 application packet in a **SINGLE** pdf file to ng.mn.mnarng.mbx.assets-hro@army.mil subject line must read "**23-158 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **23-158 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 packet is complete and all required documents are correct and included.**

REQUIRED DOCUMENTS:

Page 3 of this announcement
Soldier Record Brief
Last Three NCOERs

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at [Careers – Minnesota National Guard \(ng.mil\)uard.org/careers](https://careers-mn.nationalguard.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 Merit AGR Vacancy Announcement:
Readiness NCO, 23-158

- 1. Request consideration for the above vacancy.
- 2. Copies of my updated SRB and last three NCOERs are attached.
- 3. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

Organization	Duty Position	MOS	From	To	Supervisor	Phone #

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 Weigh In: Date: _____ Pass Fail

9. Last 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