



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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**OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 23-180**

OPENING DATE: 13 January 2023

CLOSING DATE: 31 January 2023

RANK/GRADE: SFC/E-7

POSITION TITLE: Instructor

MOS/AOC/BRANCH: 11/19 SERIES

DUTY LOCATION: 2ND BN 175 Regional Training Institute, Camp Ripley, MN

SELECTING OFFICIAL: MAJ Adam A. Riedel

WHO MAY APPLY: ENLISTED (SSG/E-6 to SFC/E-7). *Applicants must currently possess an MOS of 11B, 11C, 19D, or 19K and a MINIMUM of 1 year of Squad Leader, in 11 or 19 CMF, time documented on an NCOER.* Personnel who are members or are eligible to become members of the Minnesota Army National Guard may apply.

REMARKS: Announcement is for instructor positions, an instructor selection will be made for each MOS 11B, 11C, 19D, and 19K. In addition, applicants must be Common Faculty Development Instructor Course (CFD-IC), Maneuver Tactics Foundation Course (MTFC), and Proponent certified within 12 months of hire.

DUTIES AND RESPONSIBILITIES: Operational Responsibilities: develops welcome packets, instructor assessments, conducts in-processing of students, coordination to ensure in-processing packets are complete, develop unit job descriptions, coordinates with Proponent designated NGB Subject Matter Experts and Battalions Headquarters for course updates and policy clarification, prepares student DA 1059s, updates and ensures compliance of ATRRS school information pages, prepares/updates course Deliberate Risk Assessments. Review Program of Instruction (POI) and manages Course Resource Packet (CRP) in coordination of course facilitation. Serves as the liaison for outside units co-using ranges and equipment. Ensures courses adhere to Army Enterprise Accreditation Standards (AEAS). Performs as a Test Control officer/Test Administrator and Maintains and updates instructor binders. 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. 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
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 "**23-180 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **23-180 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:

- Complete page 3 of this announcement
- NGB Form 34-1 (must be signed and dated)
- APFT/ACFT Card
- Validated SRB
- DD 2807/DD2808, or PHA, or MEDPROS IMR
- Retirement Points Accounting Management (RPAM)
- Three most recent OER/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 [Careers – Minnesota National Guard \(ng.mil\)](#).

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.

MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Open AGR Vacancy Announcement, ARNG 23-180, Instructor

- 1. I request consideration for the above vacancy.
- 2. Copies of my NGB 34-1, DA 705, validated SRB, 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 ACFT/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