



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
600 CEDAR STREET WEST
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**OPEN AGR
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 23-200**

OPENING DATE: 26 JAN 2023

CLOSING DATE: 10 FEB 2023

RANK/GRADE: CW2/W2

POSITION TITLE: Recruiting and Retention Human Resources Technician/BN S1

MOS/AOC/BRANCH: 420A

DUTY LOCATION: MN Recruiting & Retention Battalion, NE Minneapolis, MN

SELECTING OFFICIAL: LTC Ryan Rossman, 651-281-3809

WHO MAY APPLY: **Current WO1-CW2, Warrant Officer COE holders or Soldiers with an approved predetermination packet may apply.** IAW NGR 600-25, grade inversion within the full-time workforce is not permitted. Military grade of the supervisor must equal/exceed grade of personnel supervised. Soldiers within the first 18 months of initial hire stabilization period must include an approved exception to policy with the application.

DUTIES AND RESPONSIBILITIES: The Recruiting and Retention Human Resources Technician/Battalion S1 will contribute to the mission of the Recruiting and Retention Command in all areas of personnel actions. This position manages the personnel section for the entire Command: Recruiting & Retention Battalion (200 AGR/MDAY Soldiers) and Recruit Sustainment Program Detachments (1600+ Cadre/Recruits), to include Medical and Administrative Readiness. Works closely with Battalion Leadership, Staff Sections, Production, and Recruit Sustainment Programs (RSP) to ensure Unit Manning Report (UMR) and Full Time Manning on Army Manning Document (AMD) of position vacancies are being managed properly and the strength of the Battalion is maintained. The S1 maintains a personnel information manning data base, tracking systems, manages all officer personnel actions, appointed as AFCOS PM for ADOS packets, and POSTA/PASS Program Manager. The S1 oversees the management of 4 NCO's, NCOERs, awards, pay, all administrative boards, and medical readiness; to include role as RSP Commander online of duty investigations. The S1 section conducts change of command ceremonies, plans and executes formal events (promotions/retirements) to include the creation of the awards and presentation items. The S1 makes decision based on a variety of information sources; interprets regulations to include deciphering MILPER/ALARACT/SMOM messages related to medical and administrative actions. Initiates and prepares correspondence in response to request for information, policy or guidance. Provides staff planning and assistance to ensure that required personnel, administration, strength, and readiness objectives are achieved and requirements are accomplished. Identifies, analyzes, and provides recommendations to supervisor on significant issues and problems related to work accomplishment. Monitors input into all primary HR Systems to include but no limited to IPPS-A, RCAS, EES, MEDCHART, MEDPROS, PASS, eMILPO, iPERMS, DPRO, FTSMCS, Leave Tracker, SIDPERS/AFCOS (Oracle), and FTS Tracker.

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 nq.mn.mnarnq.mbx.assets-hro@army.mil subject line must read "**23-200 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **23-200 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)
DA 705 (APFT Card)
Validated ORB
DD 2807/DD2808, or PHA
Retirement Points Accounting Management (RPAM)
Three most recent OERs
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.

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MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ARNG 23-129, Human Resources Technician

- 1. Request consideration for the above vacancy.
- 2. Copies of my NGB 34-1, ACFT/APFT, validated SRB, PHA Exam, RPAM, last three OERS, and DD 214s are attached.
- 3. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

Organization	Duty Position/MOS	Dates of Employment	Supervisor	Phone Number

- 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. 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.mnarnq.mbx.assets-hro@army.mil