



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
600 CEDAR STREET WEST
ST. PAUL, MN 55155-2004
TELEPHONE: (651) 282-4150 DSN: 825-4150

MERIT
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 23-203

OPENING DATE: 27 January 2023

CLOSING DATE: 10 February 2023

RANK/GRADE: SFC/E-7

POSITION TITLE: HHBN S1 SR HR NCOIC

MOS/AOC/BRANCH: 42A

DUTY LOCATION: HHBN, Arden Hills, MN

SELECTING OFFICIAL: MAJ Timothy M. Grinde 651-268-8343

WHO MAY APPLY: This merit announcement limits eligibility to E7s currently serving in the MNANRG AGR program. Must have or be able to obtain 42A MOS.

REMARKS: PCS availability is dependent on funding.

DUTIES AND RESPONSIBILITIES: Serves as the Human Resources NCOIC of the BN S-1 section consisting of three full-time personnel. Responsible for executing overall HR services and administrative support functions (military and civilian) for Battalion consisting of over 700 Soldiers made up of 5 companies and a headquarters staff. Advisor to the BN S1 and OIC in all HR matters. Responsibilities include manning, personnel services, personnel support and headquarters management. Provides technical support in all aspects of personnel information management, military personnel services support, strength management, the management of plans, activities and operations within the S1. Manage administrative processing of officer and NCO evaluation reports, promotions, and individual personnel actions. Supports the development of long term and current operational personnel policy. Provide technical oversight for policy execution of all Battalion level human resource support to include, but not limited to, awards and decorations, personnel processing actions and medical readiness. BN Liaison for strength maintenance and Soldier readiness. Supports the Division DEERs office as the primary Site Security Manager for the facility and supports the battalion headquarters as an alternate Battalion Unit Prevention Leader. Interprets regulations, Military Personnel (MILPER) messages, All Army activities (ALARACT), and all other duties as assigned.

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 "**23-203 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **23-203 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 2 of this announcement
Attach a copy of your current SRB
Three most recent NCOERs

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 ARNG 23-203, HHBN S1 SR HR NCOIC

- 1. Request consideration for the above vacancy.
- 2. Copies of my updated SRB/ORB and last three NCOERs/OERs 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: _____