



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 23-207**

**OPENING DATE:** 30 January 2023

**CLOSING DATE:** 13 February 2023

**RANK/GRADE:** SGM/E-9

**POSITION TITLE:** CHIEF HUMAN RESOURCES NCO

**MOS/AOC/BRANCH:** 42A

**DUTY LOCATION:** A Co, HHBN, 34 ID, Arden Hills, MN

**SELECTING OFFICIAL:** Division Chief of Staff, COL Timothy T. Kemp

**WHO MAY APPLY:** Current members of the MN ARNG serving on AGR in the rank of MSG/E-8 - SGM/E-9. Applicants must hold the 42A MOS. Eligibility is limited to personnel currently in the Minnesota Army National Guard who are serving on an Active Guard/Reserve (AGR) tour.

**REMARKS:** PCS availability is dependent on funding.

**DUTIES AND RESPONSIBILITIES:** Serves as the G1-Chief Human Resources NCO at the 34<sup>th</sup> Infantry Division located in Arden Hills, MN. The Chief Human Resources NCO is responsible for over 9,000 Minnesota Soldiers across five major subordinate commands, with an additional five brigades under the operationally aligned for training units. The Chief Human Resources NCO manages enlisted actions, including personnel strength and accountability, retention management, Unit Status Reporting, Organization Inspection Program, personnel services, medical oversight, mobilization planning, SRP support, and personnel operational controls. Additionally, the Chief Human Resources NCO monitors suspense actions, processes evaluations, oversees discharges, separation, and retirement actions, provides MTOE analysis, reviews congressional inquiries, provides research and documentation for SGS Staff and Division command group, performs actions as directed by the Assistant G1, ACOFS G1, Division Command Sergeant Major and Chief of Staff. The Chief Human Resources NCO processes IPPS-A related transactions, manages three funding accounts, assists with OPORD and FRAGORD writing for administrative related tasks, and provides talent management to the 42A CMF. The Chief Human Resource NCO manages the retention program and its retention NCOs across the MTOE units by conducting bi-weekly touchpoints, quarterly synchronization, and in-person retention events. The Chief Human Resource Manager is a member of the Region IV SMAG, the JCAWG for LOE 1-2, the Senior Enlisted Management Board, the Full-time Staff Management Board – Enlisted, the Strength Maintenance Work Group, Holistic Health and Fitness Work Group, and the EPS MOI Work Group. Performs all other duties as assigned within the G1 Primary Staff section.

**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.mnarnng.mbx.assets-hro@army.mil](mailto:ng.mn.mnarnng.mbx.assets-hro@army.mil) subject line must read "**23-207 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **23-207 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 23-207, Chief Human Resources NCO

- 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	Dates of Employment	Supervisor	Phone Number

4. My current Leader Development Requirement is \_\_\_\_\_. I  have  have not completed this requirement.

5. I am MOS qualified in the following specialties: \_\_\_\_\_

6. Highest civilian education completed: \_\_\_\_\_

7. Most recent APFT/ACFT: 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.mnarng.mbx.assets-hro@army.mil](mailto:ng.mn.mnarng.mbx.assets-hro@army.mil)