



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)  
600 CEDAR STREET WEST  
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**OPEN  
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT  
ARNG 23-214**

**OPENING DATE:** 22 February 2023

**CLOSING DATE:** 1 March 2023

**RANK/GRADE:** SGT/E-5

**POSITION TITLE:** ADMIN NCO

**MOS/AOC/BRANCH:** 11B

**DUTY LOCATION:** CO A 2-136 COMB ARMS BN, BEMIDJI, MN

**SELECTING OFFICIAL:** CPT Andrew Joski

**WHO MAY APPLY:** Open to current SPC/E-4 through SGT/E-5. Higher graded Soldiers are eligible to apply but may be required to take a reduction in rank in order to accept this position. This position is open to personnel who are members or are eligible to become members of the Minnesota National Guard.

**REMARKS:** No PCS authorized for new accessions. PCS for current AGR's depends on funding. Acceptance of an AGR position will result in termination of Selected Reserve bonuses.

**DUTIES AND RESPONSIBILITIES:** This position is located at unit level. Responsible for military personnel and administrative work for the unit. Initiates and/or completes personnel actions for the unit such as appointment packages, new member personnel in-processing, discharges, promotions, reductions, MOS assignments, and transfers. Completes efficiency reports to include but not limited to OERs, NCOERs, medical readiness rosters, and security clearances. Prepares and submits payroll. Researches and corrects pay discrepancies. Assists Soldiers in gathering and submitting documentation necessary to receive educational and bonus incentives. Initiates requests for discharges. Counsel's Soldiers and spouses on retirement options, benefits and processes forms as necessary. Applicant should be familiar with the following programs or systems: Enlisted Promotion System (EPS); state and federal incentives; My Unit Pay (MUP); IPPS-A; RCAS; SharePoint; eMILPO; iPERMS; GIMS; RMS; EES; Medchart; DISS. Assists with and occasionally performing duties of other full time support positions assigned to the unit. Works under the administrative supervision of the Senior Full-Time person of the unit to which assigned. Accomplishes day-to-day policies and procedures. Receives technical guidance from the BN S1 NCOIC. Performs other duties as assigned. Must be qualified in DMOS or become qualified within the period prescribed in NGR 600-5.

**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](mailto:ng.mn.mnarng.mbx.assets-hro@army.mil) subject line must read “**23-214 Last Name**”. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **23-214 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 NCOERs
- DD 214s

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 23-214, ADMIN NCO.

- 1. I request consideration for the above vacancy.
- 2. Copies of my NGB 34-1, ACFT/APFT, Selection SRB, PHA Exam, RPAM, last three OER/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 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](mailto:ng.mn.mnarng.mbx.assets-hro@army.mil)

## **How to combine PDF into one document**

- Right click your first document, and select "Edit with Adobe Acrobat"
- Select the open arrow on the left-hand side of the screen
- Select the "Page Thumbnail" button at the top of the open pane
- Select "Insert Pages" button
- Proceed to add the documents you want to include in your application submission
- At this point, use the proper naming convention for your combined document.