



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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**OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 23-215**

OPENING DATE: 3 February 2023 **CLOSING DATE:** 17 February 2023 **RANK/GRADE:** SSG/E-6

POSITION TITLE: Training NCO **MOS/AOC/BRANCH:** 19K

DUTY LOCATION: CO C 2-136 COMB ARMS BN, WADENA, MN

SELECTING OFFICIAL: CPT Andrew Joski

WHO MAY APPLY: Open to SGT/E-5 through SSG/E-6. Must possess or be able to obtain MOS 19K. 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: Assists in carrying out the plans and programs established by the chain of command for the accomplishment of the unit training objectives and missions. Functions as the unit's technical advisor for all Mission Command System items and managing system upgrades. Drafts Command Guidance, training schedules, yearly training calendars, and other training management items to insure compliance with directives and publications of higher headquarters. Maintains the unit training files and libraries pertaining to training. Plans and submits requisitions for training aids, film, and other requirements to support training. Prepares and submits requests for training areas and ranges. Coordinates with appropriate section, requests for vehicles, equipment, fuel and other required resources. Assists the Unit Commander in obtaining/maintaining Mobilization Readiness of the unit. Maintains the unit's mobilization files. Coordinates the update of alert and movement plan. Coordinates closely with the BN S3 and BN OPS SGM in developing, implementing, monitoring and evaluating the unit's Individual Training Programs, training records and the Non-Commissioned Officer Development Program in accordance with Digital Training Management System (DTMS) Guidance/Standards. In coordination with BN NCOIC and BN S4 NCOIC prepares the unit status report and other training related reports required by higher headquarters. Completes cross training by becoming familiar 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 Master Gunners and the Battalion Operations Sergeant. 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. 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.mnarnng.mbx.assets-hro@army.mil** subject line must read **"23-215 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **23-215 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 SRB
- DD 2807/DD2808, or PHA
- 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 23-215, Training NCO.

- 1. I request consideration for the above vacancy.
- 2. Copies of my NGB 34-1, ACFT/APFT, 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 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

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- 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.