



**MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)**  
600 Cedar Street  
Saint Paul, MN 55101  
TELEPHONE: (651) 282-4625 DSN: 825-4625

**OPEN**  
**ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)**  
**VACANCY ANNOUNCEMENT**  
**ARNG 23-431**

**OPENING DATE:** 17 May 2023

**CLOSING DATE:** 12 June 2023

**RANK/GRADE:** CPT/O-3

**POSITION TITLE:** Training Officer

**MOS/AOC/BANCH:** 00A

**DUTY LOCATION:** HQ 175 Regimental Training Institute, Camp Ripley, MN

**SELECTING OFFICIAL:** MAJ Adam Riedel, 320-616-2691

**WHO MAY APPLY:** **Commissioned Officers who currently hold the rank of CPT/O-3 are eligible to apply.** Post Command CPT/O-3 applicants preferred. Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment.

**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:** Formulates, oversees, and evaluates the overall training programs for the command. Develops yearly and longer training plans. Prepares plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of readiness reports. Receives and consolidates unit readiness feeder reports. Evaluate the organizational readiness report and prepare recommendations for improvements/modifications of the battalion training program. Prepares command level mobilization and contingency operation plans. Provides technical guidance and assistance to subordinate units in the development of mobilization, alert, and assembly plans for use in responding to local/national emergencies and homeland security missions. Assists in the preparation for and executes command level inspections in the area of training and readiness. Directs scheduling and coordination for the use of training sites and facilities. Ensures the arrangement for equipment and supplies needed for training activities. Procures or directs the procurement of training aids, manuals, or other instructional material. Maintains liaison with personnel at local, state or federally operated training sites. Identifies the requirement for the coordination and maintenance of usage agreements for local/private training areas. May conduct environmental impact assessments for training sites/areas. Coordinates with external training, evaluation and assistance organizations for the conduct and evaluation of army training to include Field Training Exercises (FTX), Command Posts Exercises (CPX), etc. Develops and implements Risk Management plans and programs for the command. Provides guidance to subordinate units on the implementation of Risk Management plans and programs. Develops safety/accident prevention policies and supervises implementation. Conducts safety inspections and assistance visits to subordinate units. Conducts investigations of accidents and safety violations and recommends corrective actions. Serves as security coordinator for the command. Provides guidance and assistance in implementing and following security measures for such items as documents, arms and ammunition, and communication/automation equipment COMSEC/COMPUSEC). May be designated as Custodian or Alternate Custodian of Classified Documents, (OMSEC/COMPUSEC account Custodian/Alternate and/or Physical Security Manager as required by regulations and local situations. Functions as the primary advisor for anti-terrorism/force protection (AT/FP) measures and ensures all AT/FP requirements are accomplished. Ensures that procedures outlined in respective security regulations are complied with. Identifies requirements and justifies requests for supplies and services such as ammunition, demolitions, rations, contract latrines, automation support, etc. Forecasts and approves ammunition requirements for subordinate units. Coordinates with maintenance and supply personnel to ensure equipment and supplies are available and ready for training activities. Plans, organizes, and assigns work to employees engaged in training and readiness at the command level. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Participates in the selection of subordinates from lists of eligibles. Establishes performance standards and evaluates employee performance. Prepares formal requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Provides initial approval/disapproval of leave. Assures position management principles are adhered to and position descriptions are accurate. Informs employees of all aspects of personnel programs of the installation, either answering routine questions or obtaining information from specialist when more technical answers are required. Provides technical guidance to subordinate unit training and readiness personnel. Performs other duties as assigned.

**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

**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 **“23-431 Last Name”**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **23-431 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 and sign page 3 of this announcement  
NGB Form 34-1 (must be signed and dated)  
APFT/ACFT Card  
Selection SRB  
DD 2807/DD2808, or PHA, or MEDPROS IMR  
Retirement Points Accounting Management (RPAM)  
Three most recent OER/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 23-431, Training Officer

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:

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 ACFT/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.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.