



**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 24-090**

**OPENING DATE:** 17 November 2023

**CLOSING DATE:** 2 December 2023

**RANK/GRADE:** SSG/E-6

**POSITION TITLE:** Public Affairs Mass Communications NCO

**MOS/AOC/BANCH:** 46S

**DUTY LOCATION:** Joint Force Headquarters, Cottage Grove, MN

**SELECTING OFFICIAL:** LTC Kristen Augé, State Public Affairs Officer

**WHO MAY APPLY:** Current members of the MN ARNG, or eligible to become a member, in the rank of SGT/E-5 through SSG/E-6. Must have or be able to obtain 46S MOS, without a career management field (CMF) exception to policy request. 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 may result in termination of Selected Reserve bonuses.

**DUTIES AND RESPONSIBILITIES:** The Public Affairs Mass Communications NCO will be involved in creating, filming, photographing, reporting, hosting, and editing news stories for radio, television, and print. They will be primarily responsible for participating in and supervising the operation of audio and/or video news for the Minnesota National Guard. Responsible for the research, preparation and dissemination of articles, web-based material and photographs on Minnesota National Guard personnel and activities. Participates in executing the Minnesota National Guard communication strategy for the Minnesota National Guard's website, social media sites and radio program. Selects and incorporates photographs and film footage to visually enhance messaging to both internal and external audience. Demonstrates exceptional writing skills and is proficient with AP style guide. Develops semi-technical written materials to educate a specific audience on the nature and purpose of the NG's programs, policies, and practices. Must develop positive working relationships with state and local government personnel, community or special interest groups or individuals to further advance Minnesota National Guard priorities. Will be active in researching, preparing, and disseminating information through news releases, radio, and television products. Performs as a writer, reporter, editor, videographer, producer and program host in print, radio, and television productions. Maintenance of audio/video equipment also required. 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.mnarng.mbx.assets-hro@army.mil](mailto:ng.mn.mnarng.mbx.assets-hro@army.mil) subject line must read **"24-090 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **24-090 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/ERB/ORB  
DD 2807/DD2808, or PHA, or MEDPROS IMR  
Retirement Points Accounting Management (RPAM)  
Three most recent OER/NCOERs  
DD 214s  
Letters of Recommendation (optional)

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.

**ANNOUNCEMENT NUMBER: ARNG 24-090**

**MEMORANDUM FOR NGMN-PEH**

**DATE:** \_\_\_\_\_

**SUBJECT:** Application for Open AGR Vacancy Announcement ARNG 24-090, Public Affairs Mass Communications NCO

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

**-All digitally signed documents must be printed to PDF before merged. Signatures can be lost in merge and will not be accepted**

- 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.