



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)

**600 Cedar Street
Saint Paul, MN 55101**

TELEPHONE: (651) 282-4625 DSN: 825-4625

**MERIT
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 24-100**

OPENING DATE: 22 November 2023

CLOSING DATE: 01 December 2023

RANK/GRADE: SFC/E7

POSITION TITLE: Readiness NCO

MOS/AOC/BANCH: 31E

DUTY LOCATION: 257TH MP CO, Monticello, MN 55362

SELECTING OFFICIAL: LTC Michael Graves, 651-281-3846

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of SSG/E-6 to SFC/E-7. Must be qualified in the 31E MOS. Eligibility is limited to personnel currently in the Minnesota Army National Guard who are serving on an Active Guard/Reserve (AGR) tour. Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment.

REMARKS: PCS is not available.

DUTIES AND RESPONSIBILITIES: This position is located at the Company level. Responsible for military personnel and administrative work, and readiness requirements. Initiates and/or completes personnel actions for the Company such as tracking PARs, NCOERs, officer actions, UMR management, preparation, and submission of NGB 22s/ DD214s, and SIDPERS transactions to include promotions and reductions. Manage other full time support positions within unit and assists with performing duties of those positions assigned to the unit. Works directly for the Company Commander and BDE OIC. Accomplishes day-to-day policies and procedures. Receives technical guidance from the BDE Headquarters. Performs other duties as assigned. Must be qualified in DMOS.

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 subject line must read “**24-100 Last Name**”. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **24-100 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.
Selection SRB/ERB/ORB
Three most recent NCOERs/OERs

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 Merit AGR Vacancy Announcement, ARNG 24-100, READINESS NCO.

- 1. Request consideration for the above vacancy.
- 2. Copies of my updated Selection SRB/ERB/ORB and last three NCOERs/OERs 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

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.