



**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 24-446**

**OPENING DATE:** 17 April 2024

**CLOSING DATE:** 1 May 2024

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

**POSITION TITLE:** Assistant Resource Manager

**MOS/AOC/BRANCH:** 00F

**DUTY LOCATION:** JFHQ-J3, Saint Paul, MN 55101

**SELECTING OFFICIAL:** 1SG Jack D. Esget

**WHO MAY APPLY:** **Current members of the MN ARNG in the rank of SSG/E-6.** Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment. Higher graded Soldiers are eligible to apply but may be required to take a reduction in rank to accept this position.

**REMARKS:** **PCS for current AGR's depends on funding. New hires will not be offered PCS.** Acceptance of an AGR position may result in termination of Selected Reserve bonuses.

**DUTIES AND RESPONSIBILITIES:** The Assistant Resource Manager assists the MN JFHQ J3 Directorate in budget and resource management oversight, executing statewide reconciliation processes and other assigned administrative tasks. Additional tasks include providing technical systems advice, implementing reconciliation-based processes, and overseeing knowledge management within the directorate. Oversees and manages the state's Readiness Management Period (RMP) allocation and execution; provides timely reporting and forecasts throughout the fiscal year. Review and supervises the Defense Travel System (DTS), Request for Orders (RFOs) in DAMPS, and oversees unliquidated orders and overdue vouchers in both within the J3 portfolio. Assist in the preparation and execution of J3 correspondence as the J3 Administrative Assistant and serves as the J3 Directorate IMO/Knowledge Manager. Must become proficient in DAMPS, Financial Management, DTMS, DTS, Microsoft Teams and SharePoint. 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.mnarng.mbx.assets-hro@army.mil](mailto:ng.mn.mnarng.mbx.assets-hro@army.mil) subject line must read **"24-446 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **24-446 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  
- **Current AGRs must get first OIC in the COC to sign acknowledgement**  
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.

MEMORANDUM FOR NGMN-PEH

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

SUBJECT: Application for Open AGR Vacancy Announcement, ARNG 24-446, Assistant Resource Manager

- 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: \_\_\_\_\_

**CURRENT MN AGR ONLY – First OIC in the current Chain of Command acknowledgement:**

\_\_\_\_\_  
OIC Rank and Name

\_\_\_\_\_  
OIC Signature

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.