



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

600 Cedar Street

Saint Paul, MN 55101

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**MERIT
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 24-468**

OPENING DATE: 26 April 2024

CLOSING DATE: 10 May 2024

RANK/GRADE: CPT/O-3

POSITION TITLE: Assistant Professor Military Science

MOS/AOC/BRANCH: 01A

DUTY LOCATION: MN Recruiting & Retention Battalion, Duty Station: Minneapolis, MN (U of M – Twin Cities)

SELECTING OFFICIAL: LTC Christopher Bingham

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of CPT/O-3. Applicants must be post-Company Command to be considered for the position. Preferred Combat Arms Branch. 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 for current AGR's depends on funding. Upon selection, individual must be or become MOS/AOC qualified within twelve (12) months of appointment, except for deployed Soldiers, who will have an additional 12 months.

DUTIES AND RESPONSIBILITIES: Officer Strength Force (OSF) Minnesota National Guard Liaison and Assistant Professor of Military Science for the University of Minnesota ROTC Program. Responsible with assisting in recruiting operations, coordinating SMP actions, and coordinating for support from the MNARNG for recruiting and training events. Act as a liaison for OSF with ARNG units and the ROTC program to ensure understanding, processing, and required actions are completed for each Cadet in the ARNG. Responsible for teaching at multiple MS levels with focus on the MS I and/or II class. Market the MNARNG and produce quality commissioned officers in the quantity and branch necessary to meet MNARNG demand. Act as the U of M MNARNG resource coordinator. Take the lead in coordination with the state on support to FTX, Lead Lab and other events as needed. Assist with equipment, facilities, CLS/Medical Support, SMEs, and other areas of need during events. Act as a mentor and counselor for program Cadets.

As representative of the MNARNG, act as the proponent for the Simultaneous Membership Program (SMP). Assist SMP Soldiers with any ARNG related concerns. Coordinate directly with program HRAs and MNARNG units to complete NGB 594s. Coordinate with program HRAs and OSM Admin NCOs to complete ARNG commissioning documents. Provide overview for new SMP CDTs to MNARNG. Coordinate with units and Cadets with drill and Annual Training concerns. Ensure ARNG cadets receive promotions and pay for drills. Establish and maintain relationship/dialogue with local ARNG/USAR units. Serve as a Military Science Instructor or alternate instructor as directed by the PMS and approved by the MN OSM or RRB CDR. Preference for MS level is MS I or II. Assisting the ROO with recruiting efforts. Not all effort is intended to lead to a MNARNG enlistment or accession. Report to RRB OSM as directed, track SMPs IAW the OSM SharePoint/Teams, update OSM Slides monthly. **ADDITIONAL DUTIES.** Assist with the planning, resourcing, and execution of Welcome Week. Acts as a trainer, evaluator, and coach during Cadet Field Training Exercises and labs. Additionally, support Cadet extra-curricular events to include Ranger Challenge and Norwegian Foot March. Alternate RFMSS Scheduler for the ROTC BN. Attend the MN JFHQ Readiness and Resource conference to confirm land and TAs at CRTC. Partner with recruiting teams and conduct high school visits and coordinate for the ROO to participate in high school visits. Canvas for potential for SMP Cadets and conduct ROTC briefs at ARNG units and metro RSP units. Perform other duties as assigned by OSM.

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 "**24-468 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **24-468 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
- **Must get first OIC in the COC to sign acknowledgement**
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 24-468, Assistant Professor Military Science

1. I 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: _____

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

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.