



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

**OTOT (One Time Occasional Tour)
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 24-469**

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: Open to CPT/O-3. Applicants must be post-Company Command to be considered for the position. Personnel who are members or are eligible to become members of the Minnesota National Guard. Preferred Combat Arms Branch.

REMARKS: Acceptance of an OTOT position may result in termination of Selected Reserve bonuses.

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.

LENGTH OF TOUR: 3 YEARS – One Time Occasional Tour.

OTOT 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/OTOT 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 subject line must read **"24-469 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **24-469 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/ORB
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 OTOT Vacancy Announcement, ARNG 24-469, Assistant Professor Military Science.

1. I request consideration for the above vacancy.
2. Copies of my NGB 34-1, ACFT/APFT, Validated Selection SRB/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: nq.mn.mnarnq.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.