



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 24-485**

**OPENING DATE:** 16 May 2024

**CLOSING DATE:** 23 May 2024

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

**POSITION TITLE:** Training NCO

**MOS/AOC/BRANCH:** 11B

**DUTY LOCATION:** Co A 2-135 IN BN, West St. Paul, MN 55118

**SELECTING OFFICIAL:** MAJ Brandon C. Beyl

**WHO MAY APPLY:** Current members of the MN ARNG serving on AGR, in the rank of SSG/E-6. Must have or be able to obtain 11B 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 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:** This position is located at the unit level. Assists in carrying out the plans and programs established by the chain of command for the accomplishment of the unit training objectives and missions. Functions as the company technical advisor for all training items. Submits school applications, orders, funding, and Defense Travel System (DTS) Authorizations/Vouchers and verifies for completeness and accuracy. Maintains the unit training files and libraries. Plans and submits requisitions for training aids and other resource requirements to support training. Prepares and submits requests for training areas and ranges. Assists the Readiness NCO in obtaining/maintaining mobilization readiness of the unit. Coordinates closely with the Company Commander and First Sergeant in developing, implementing, monitoring, and evaluating the unit's individual training programs and records, training schedules, training assessments, and the Non-Commissioned Officer Development Program in accordance with Digital Training Management System (DTMS) guidance/standards. Performs duties as unit security manager and unit GCSS-Army Master Driver. Completes cross training by becoming familiar with and occasionally performing duties of other full-time support positions assigned to the unit. Accomplishes day-to-day policies and procedures. Receives technical guidance from the Battalion Operations Sergeant. Performs other duties as assigned. Must be qualified in DMOS or become qualified within the period prescribed in 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](mailto:ng.mn.mnarnng.mbx.assets-hro@army.mil) subject line must read "**24-485 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **24-485 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 24-485, Training NCO

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](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.