



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 24-589**

OPENING DATE: 19 July 2024

CLOSING DATE: 26 July 2024

RANK/GRADE: SFC/E-7

POSITION TITLE: Readiness NCO

MOS/AOC/BRANCH: 35F

DUTY LOCATION: D Co, 1ABCT, Rosemount, MN 55068

SELECTING OFFICIAL: MAJ Forrest Jennings, (651) 268-8098

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of SSG/E-6 to SFC/E-7. Must have or be able to obtain 35F 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. Applicants must also be able to attain Top Secret Clearance Eligibility.

DUTIES AND RESPONSIBILITIES: Advises the commander on training, logistics, personnel, and readiness requirements coinciding with ARPRINT mission. Serves as primary point of contact for input into the unit readiness reports. Has oversight of the military school program (DMOSQ and NCOES) of the unit. Prepares and/or reviews training directives, individual training records, operation orders, mobilization plans, SOPs and readiness reports. Reviews or prepares training schedules and plans for approval of commander and higher headquarters. Manages the Unit Manning Report (UMR). Supervises or prepares all pay in My Unit Pay and manages unit funds. Applicants need to be proficient in the use of systems such as but not limited to: IPPSA, MODS, MEDPROS, MEDCHART, IPERMS, ATRRS, AFAM, Department of the Army Mobilization System (DAMPS), Defense Travel System, My Unit Pay, Defense Information System for Security (DISS), Digital Training Management System, Force Management System Website. Functions as the unit's technical advisor for all administrative items and provides mentorship to Unit Training NCO and Unit Supply NCO.

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 "**24-589 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **24-589 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**
Current Electronic Records Brief
Three most recent NCOERs

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 24-589, Readiness 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

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.