



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 25-027

OPENING DATE: 10 November 2024

CLOSING DATE: 24 November 2024

RANK/GRADE: SFC/ E-7

POSITION TITLE: Retention NCO

MOS/AOC/BRANCH: 00F

DUTY LOCATION: 134 BSB, Little Falls, MN 56345

SELECTING OFFICIAL: CPT Luke Loso

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of SFC/E-7. 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 Battalion level. Responsible for the identification of Soldier retention issues / trends and works with command teams to solve retention related issues and remove impediments. Ensures Soldiers eligible to reenlist are counseled and interviewed prior to the end of their contracts. Coordinates with the FTS to ensure extension documents are completed and processed in a timely manner. Serves as the Battalion POC for current reenlistment incentives and educates Soldiers about available options. Assists with and occasionally performs duties of other full time support positions assigned to the unit. Establishes day-to-day policies and procedures. Performs other duties as assigned.

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 PDF Name and subject line must read "**25-027 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-027 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 25-027, Retention 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.