



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 25-079**

**OPENING DATE:** 15 November 2024

**CLOSING DATE:** 6 December 2024

**RANK/GRADE:** MSG/E-8

**POSITION TITLE:** J3 Resources Manager

**MOS/AOC/BRANCH:** 00F

**DUTY LOCATION:** JFHQ-J3, Saint Paul, MN 55101

**SELECTING OFFICIAL:** LTC Rossman, Ryan, 651-268-8931

**WHO MAY APPLY:** Current members of the MN ARNG serving on AGR, in the rank of MSG/E-8. 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:** The Resources Manager assists the MN JFHQ J3 Directorate in budget and resource management oversight, executing statewide reconciliation processes and other assigned administrative tasks. Additional tasks include providing technical systems advice, implementing reconciliation-based processes, and overseeing knowledge management within the directorate. Oversees and manages the state's Readiness Management Period (RMP) allocation and execution; provides timely reporting and forecasts throughout the fiscal year. Review and supervises the Defense Travel System (DTS), Request for Orders (RFOs) in DAMPS, and oversees unliquidated orders and overdue vouchers in both within the J3 portfolio. Assist in the preparation and execution of J3 correspondence as the J3 Administrative Assistant and serves as the J3 Directorate IMO/Knowledge Manager. Must become proficient in DAMPS, Financial Management, DTMS, DTS, Microsoft Teams and SharePoint. 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 [nq.mn.mnarng.mbx.assets-hro@army.mil](mailto:nq.mn.mnarng.mbx.assets-hro@army.mil) PDF Name and subject line must read "**25-079 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-079 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 25-079, J3 Resources Manager

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.