



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 25-085**

**OPENING DATE:** 19 November 2024      **CLOSING DATE:** 6 December 2024      **RANK/GRADE:** 2LT-CPT (O1-O3)

**POSITION TITLE:** State Partnership Program Coordinator      **MOS/AOC/BRANCH:** 01A

**DUTY LOCATION:** JFHQ-MN, 600 Cedar St, St Paul, MN 55101

**SELECTING OFFICIAL:** LTC Ryan Rossman, 651.268.8931 or ryan.l.rossman.mil@army.mil

**WHO MAY APPLY:** Open to 2LT/O1 through CPT/O3. Must have secret security clearance and current passport. Branch immaterial. Open to personnel who are members of the Minnesota Army National Guard.

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

**DUTIES AND RESPONSIBILITIES:** This position is located at the State JFHQ level. Individual is responsible for coordination of all activities in support of the State Partnership Program, including developing detailed CONOPS for bilateral and multi-lateral military-to-military engagements and facilitating coordination meetings between US and partner nation personnel; completing detailed reports on security cooperation activity using DoD and EUCOM databases of record; conducting thorough AARs and synthesizing the outcomes of events with MNNG, partner nation armed forces and EUCOM; coordinating for and preparing MNNG subject matter experts to support engagements, including orders and travel arrangements through DTS; managing program budget through meticulous attention to budget projection and execution; coordinating itineraries and preparing talking points for senior leaders in preparation for key leader engagements. Performs other duties as assigned. Occasional travel CONUS and OCONUS required.

**LENGTH OF TOUR:** 1 YEAR – One-time occasional tour with possibility of extension

**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 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.
2. 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.

3. Individual must not be eligible for, nor receiving a federal military retired or retainer pay, nor federal service annuities.
4. Individual must possess or be able to obtain appropriate security clearance.
5. 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.
6. 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.
7. 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](mailto:ng.mn.mnarnng.mbx.assets-hro@army.mil) PDF Name and subject line must read **"25-085 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-085 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  
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 25-085, State Partnership Program Coordinator.

- 1. I request consideration for the above vacancy.
- 2. Copies of my NGB 34-1, ACFT/APFT, Selection SRB/ERB/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:** [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.