OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 25-172

OPENING DATE: 28 January 2025   **CLOSING DATE:** 4 February 2025   **RANK/GRADE:** SGT/E-5

POSITION TITLE: ASSISTANT S4 NCO   **MOS/AOC/BRANCH:** 11B

DUTY LOCATION: HQ, 2-135IN, MANKATO, MN 56001

SELECTING OFFICIAL: MAJ Brandon C. Beyl

WHO MAY APPLY: Current members of the MN ARNG in the rank of SGT/E-5. Must have or be able to obtain 11B MOS. Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment. Higher graded Soldiers are eligible to apply but may be required to take a reduction in rank to accept this position.

REMARKS: No PCS authorized for new accessions. PCS for current AGR's depends on funding. Acceptance of an AGR position may result in termination of Selected Reserve bonuses.

DUTIES AND RESPONSIBILITIES: This position is located at the Battalion level. The purpose of this position is to directly assist the Battalion S4 NCOIC with directing, coordinating, supervising, and synchronizing the battalion's logistical processes in order to accomplish the commander's plans and programs in attaining logistical and mobilization readiness objectives. Coordinates and executes purchasing of supplies, equipment, and catered meals as a GPC cardholder. Assists units with inventories as required and in accordance with current directives. Assists units with requesting, receiving, storing, and turning in property as required and directed by the Property Book Officer. Assists units with and tracks progress of supply-related day-to-day functions such as preparation of maintenance requests including scheduled and unscheduled maintenance and calibration. Coordinates and schedules transportation assets for the battalion. Assists units with requests, exchanges, issues, recovers and turn-ins of personal and organizational clothing in accordance with current directives. Assists/supports members of the battalion in obtaining items required for their operations. Maintains records and reports at the battalion level. Takes actions to ensure inspection compliance. Completes cross training by becoming familiar with and occasionally performing duties of other full time support positions assigned to the battalion. Works under the administrative supervision of the Senior Full-Time person of the battalion to which assigned. Accomplishes day-to-day policies and procedures. Receives technical guidance from the Battalion S4 NCOIC and completes all other duties as assigned. Must be qualified in DMOS or become qualified within the period prescribed in NGR 600-5.

LENGTH OF TOUR: 3 YEARS – Subject to program continuance; members successfully completing initial tour will be afforded priority for tour extension, after completing initial tour.

AGR 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 PROGRAM MINIMUM QUALIFICATION REQUIREMENTS

1. Must be a member or eligible to become a member of the Minnesota Army National Guard. Selected individual must extend/enlist for a period equal to the AGR tour.
2. 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.
3. 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.
4. Individual must not be eligible for, nor receiving a federal military retired or retainer pay, nor federal service annuities.
5. Individual must possess or be able to obtain appropriate security clearance.
6. 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.
7. 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.
8. 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.mnarng.mbx.assets-hro@army.mil PDF Name and subject line must read **"25-172 Last Name".** If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-172 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
                                   - Current AGRs must get first OIC in the COC to sign acknowledgement
                              NGB Form 34-1 (must be signed and dated)
                              APFT/ACFT Card
                              Selection SRB/ERB/ORB
                              DD 2807/DD2808, or PHA, or MEDPROS IMR
                              Retirement Points Accounting Management (RPAM)
                              Three most recent OER/NCOERs
                              DD 214s
                              Letters of Recommendation (optional)

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 AGR Vacancy Announcement, ARNG 25-172, ASSISTANT S4 NCO.

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:

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 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: _____

CURRENT MN AGR ONLY – 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.

** If you add yourself to the CC line, you'll be able to review your packet submission **