



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)

**600 Cedar Street
Saint Paul, MN 55101**

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**MERIT
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 25-174**

OPENING DATE: 28 January 2025

CLOSING DATE: 4 February 2025

RANK/GRADE: SFC/E-7

POSITION TITLE: Readiness NCO

MOS/AOC/BRANCH: 12N

DUTY LOCATION: 850TH Eng Co, Cambridge, MN 55008

SELECTING OFFICIAL: CPT Jacob Kruse

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of SSG/E-6 through SFC/E-7. Must have or be able to obtain 12N 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.

DUTIES AND RESPONSIBILITIES: Advises the Commander on training, logistics, personnel, and unit mobilization readiness requirements and ensures the unit develops, updates, and maintains comprehensive mobilization plans. Creates and validates reports for CUSR reporting to ensure unit mobilization readiness. Process documents such as transportation reports, load plans, movement plans, post mobilization directives. 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). Ensures the armory is properly cared for, safeguarded and the process for rental of the facility is handled in accordance with governing directives. Coordinates the recruiting and retention efforts of the unit with full time Recruiting and Retention personnel. In the absence of assigned janitorial staff, works with other assigned full time support personnel to maintain physical security care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance. Acts as liaison to the Family Readiness Group (FRG) as the Military Point Contact (MPOC) as well as the Citizen's Committee and Beyond the Yellow Ribbon Networks (BYR). Provides day-to-day supervision for AGR Soldiers and dual status technicians. Supervises or prepares all pay in My Unit Pay and manages the units training funds. Should be exposed to using systems and application suites such as but not limited to: Integrated Personnel and Pay System – Army; MODS Applications – Medical Readiness Portal and Medpros; Medchart; Defense Travel System; Army Training Requirements and Resources System; ATTRS Funding Allocation Model; My Unit Pay; Defense Information System for Security; Digital Training Management System; Force Management System Website; Global Combat Support System – Army; MOBCOP Suite; DRRS-S. 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 **"25-174 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-174 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 3 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 25-174, 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.

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