



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 25-176**

**OPENING DATE:** 30 January 2025

**CLOSING DATE:** 6 February 2025

**RANK/GRADE:** SFC/ E-7

**POSITION TITLE:** Logistics NCO

**MOS/AOC/BRANCH:** 92Y

**DUTY LOCATION:** 55th Civil Support Team, St. Paul, MN

**SELECTING OFFICIAL:** LTC Allan Hetteen, (651) 281-3872

**WHO MAY APPLY:** Current members of the MN ARNG serving on AGR, in the rank of SSG/E-6 through SFC/E-7. Must currently hold 92Y 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. Soldiers of a higher pay grade are eligible to apply but will be required to take a reduction in rank to accept this position.

**REMARKS:** PCS for current AGR's depends on funding.

**DUTIES AND RESPONSIBILITIES:** Serves in Garrison as the Senior Logistics NCO for the 55th WMD-CST and is appointed as the Decontamination NCOIC for operational employment. The purpose of this position is being responsible for equipment, accountability, resourcing and readiness to accomplish the commander's plans and programs in attaining logistical and emergency response employment (ERE) readiness objectives. As the Commander's Custodian of property, you provide supervision and monitoring of all organization and real property for the Unit. Conduct daily, weekly, monthly, semiannual and annual logistical duties at the Unit level and for 84 TRC. Ensures the Unit maintains compliance in the Command Supply Discipline Program, Command Maintenance Discipline Program, Physical Security and Standardization Evaluation Assistance Team (SEAT) Evaluation. Provide supply support by accomplishing the following day-to-day functions such as responsible for requests, exchanges, issues of equipment and supplies through the Consequence Management Support Center (CoMSupCen), recovers and turn-in of personal clothing in accordance with current directives. Responsible for maintaining GPC status and purchasing logistical needs, equipment and sustainment requirements for the unit. Responsible for the accountability of all equipment assigned to the organization to include expendable/durable goods and maintaining hand-receipts on these items. Requests, receives, stores and turns in property as required and directed by the Property Book Officer. Assists/supports members of the unit in obtaining items required for their operations. Maintains records and reports on POL at unit level. Inventory sensitive items in accordance with current directives; furnishes supply related feeder reports as required. Supervises the following supply related day-to-day functions such as preparation of maintenance requests and register for scheduled and unscheduled maintenance. Complete cross training by becoming familiar with and occasionally performing duties of other full time support positions assigned to the 55th WMD-CST. Accomplishes day-to-day policies and procedures IAW Army regulations and the CNGBM directives for WMD-CSTs. Must be qualified in DMOS.

**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](mailto:ng.mn.mnarng.mbx.assets-hro@army.mil) PDF Name and subject line must read "**25-176 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-176 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 4 of this announcement  
- Must get first OIC in the COC to sign acknowledgement  
Selection SRB/ERB/ORB  
Three most recent NCOERs/OERs

## **SPECIAL ELIGIBILITY REQUIREMENTS FOR WMD-CST DUTY:**

1. All WMD-CST members must be able to wear and work in all levels of Personal Protective Equipment (PPE), including Level-A fully-encapsulated protective suits with self-contained breathing apparatus (SCBA) in order to meet the standards of 29 CFR 1910.120. All WMD-CST members may be required to use any level of PPE to perform duties that will vary from light to heavy (carry a minimum of 45 pounds and be able to crawl, kneel, jump, climb, run) and may include: CBRN Reconnaissance and Sampling, Security, Confined Space Operations, Waterborne Operations or Search & Rescue (High Angle, Swift Water, Urban, Wilderness) all of which may occur under temperature extremes or humid conditions and could exceed 4 hours per day. All applicants must successfully complete the WMD-CST selection process (includes interview, written exam, Level A PPE familiarization, and physical assessment) to be considered for WMD-CST duty.
  - a. Applicants must attend the WMD-CST selection process in a duty status.
  - b. Applicants must provide a copy of most recent Physical Health Assessment (PHA) and complete Federal Occupational Health Form 5 (FOH 5) and Report of Medical History (DD 2807) to be reviewed by the unit medical provider prior to participating in the physical screening process. Must possess full color vision.
2. WMD-CSTs are available 24 hours a day, 7 days a week for rapid deployment response operations and all team members are on call 24/7/365 unless otherwise assigned to temporary duty (TDY).
3. All WMD-CST members must maintain personal readiness standards for immediate deployment and must reside within a sixty (60) minute radius of home station in order to meet prescribed deployment timelines. Must meet residency requirement within six months of being hired.
4. WMD-CST duty requires extensive travel away from home station due to an above average amount of TDY and high OPTEMPO.
5. All WMD-CST members will be required to train and respond in live Chemical, Biological, Radiological and Nuclear (CBRN) environments.
6. The minimum-security clearance required for assignment to a WMD-CST is SECRET. Selected duty positions, as noted on the WMD-CST TDA require a TOP SECRET clearance with a Single Scope Background Investigation (SSBI).
7. All WMD-CST members must be of good character, well-motivated, and an appropriate representative of the National Guard.
8. All WMD-CST members must undergo urinalysis/drug screen testing upon entry on active duty, and periodic testing while assigned to WMD-CST duty.
9. All WMD-CST members must uphold the highest standards of conduct and personal appearance.
10. WMD-CST team members must ensure that any outside employment, associations and off-duty conduct/activities are consistent with Federal directives on ethics and with State and Federal conflict of interest policies. Commanders must maintain a copy of the written approval for outside employment of AGR members. However, this employment must not impact the unit mission accomplishment or unit readiness.
11. All WMD-CST members must agree to minimum three-year tour on the WMD-CST after completion of the Civil Support Skills Course (CSSC).
12. Applicants with a permanent physical profile capacity of P-3 or P-4 IAW AR 40-501 must meet physical requirements and standards of grade for MOS 74D (Skill Level 1) IAW DA PAM 611-21 due to the nature of CST duties and responsibilities.
13. Applicants must complete and pass an occupational health physical examination before completion of the hiring process. Additionally, selectee must complete and pass an occupational health physical every two years while assigned to the CST.
14. Applicants will be given a Pulmonary Function Test (PFT) and must meet acceptable standards to be considered for accession.

15. Applicants who do not meet the minimum physical requirements or have medical/psychological conditions that would preclude service on the WMD-CST may not be considered for placement on the WMD-CST. The WMD-CST Commander will review the results with the HCP and will determine eligibility for placement.

16. All members of the WMD-CST will be administered the standard regimen of individual medical readiness (IMR) immunizations and the immunizations recommended by the Military Vaccine Agency (MILVAX) IAW AR 40-562/AFJI 48-110, to specifically include anthrax and smallpox vaccines IAW DoD guidance.

17. WMD-CST members must complete the first-year NGB J39 CST Specialized Training Requirements (STR) basic-level training within 12 months of assignment (including CSSC), and second-year STR training within 24 months of assignment.

18. WMD-CST members must complete and maintain Hazardous Materials (HAZMAT) Technician certification IAW 29 CFR 1910.120 para q6, q8, and National Fire Protection Association (NFPA) Standard 472.

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 25-176, Logistics 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](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.

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