OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 25-180

OPENING DATE: 31 January 2025   **CLOSING DATE:** 10 February 2025   **RANK/GRADE:** SSG/E-6

POSITION TITLE: Recruiting & Retention NCO   **MOS/AOC/BRANCH:** 00F

DUTY LOCATION: MN Recruiting & Retention Battalion, Chanhassen, MN

SELECTING OFFICIAL: MAJ Christopher Wendt

WHO MAY APPLY: Current members of the MN ARNG, in the rank of SPC/E-4 to SSG/E-6. Eligibility is limited to personnel currently in the Minnesota Army National Guard. Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment. Higher graded Soldiers are eligible to apply by may be required to take a reduction in rank to accept this position. Personnel who are members or are eligible to become members of the Minnesota National Guard.

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. Upon selection, individual must be or become MOS/AOC qualified within twelve (12) months of appointment, with the exception of deployed Soldiers, who will have an additional 12 months.

DUTIES AND RESPONSIBILITIES: The Recruiting and Retention NCO (RRNCO) is responsible for all three tenets of the Strength Maintenance Program; (Recruiting, Attrition Management and Retention). The RRNCO is a critical part of the Strength Maintenance Program and is essential to maintaining the strength and relevance of the ARNG. Assist commander/1SG in developing, conducting, evaluating, and maintaining effective Strength Maintenance (SM) programs to include unit attrition/retention, Unit Sponsorship Program, Family Support groups and Employer Support of the Guard and Reserve (ESGR) program. Maintain compliance with SM regulations, policies, procedures, and State guidance. Establish and maintain contacts and recruiting programs in designated recruiting area. Conduct telephone prospecting, area canvassing and other lead generating activities. Establish and maintain contact with local media. Interview and Pre-qualify prospects, to ensure current basic enlistment eligibility criteria are met prior to administration of Armed Services Vocational Aptitude Battery (ASVAB) test. Provide transportation of applicants to Military Entrance Processing Stations (MEPS) and the Military Examination Test Sites (METS). Prepare, complete, and submit complete enlistment packets prior to transporting applicants to MEPS to include waivers if applicable. Develop and maintain a good working relationship with unit leaders and full-time support personnel. Prepare, conduct, and evaluate SM: training seminars, workshops, for assigned units. Determine basic eligibility for extension/immediate re-enlistment. Maintain contact with unit members to determine needs and assist with resolving problems/concerns as related to the unit and the ARNG. Works under the supervision of the Area NCOIC. Day-to-day work is performed without constant supervision consistent with established policies and mission priorities. Work is subject to review for acceptability and adherence to instructions and regulations. Must be qualified in DMOS or become qualified within the period prescribed in NGR 600-5. Also, must have excellent speaking ability and presentation skills with knowledge of the organization and mission of the ARNG.

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 **"25-180 Last Name".** If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-180 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 4 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.

RRB QUALIFICATION REQUIREMENTS

1) Must be a US citizen by birth or naturalization
2) Must meet the height and weight standards of AR 600-9 or have a medical determination of acceptable body fat limits.
3) Must have passed an Army Physical Fitness Test within the past 6 months.
4) Must not have voluntarily left the AGR Program within the past 12 months.
5) Must be able to pass a security check and receive a favorable background Investigation
6) Must have favorable civilian and military disciplinary records.
7) Must not have been convicted by civilian court or military courts-martial for a serious offense. This is a Position of Significant Trust and Authority (POSTA). We will conduct a search in MNSIC, OMPF, NSOPW
      a) Personnel identified with Type I offense are NOT eligible for hire or waiver (i.e., sexual assault, domestic violence, initial enlistment waivers for derogatory information related to any type II offense, see POSTA SMOM)
      b) Personnel identified with Type II offense are subject to hire depending on waiver determination/approval (i.e., DWI, theft, burglary, assault in last 5 years, relief for cause NCOER within last 5 years, see POSTA SMOM)
8) Must possess a valid civilian driver's license
9) Must not have filed for bankruptcy within the last 3 years. (Deems security clearance invalid)
10) Must possess an approved Family Care Plan.
11) If applicant is in the rank of SPC, must have 3 years TIS, 3 years TIG, completion of SSD.

MEMORANDUM FOR NGMN-PEH

DATE:_____

SUBJECT: Application for Open AGR Vacancy Announcement, ARNG 25-180, Recruiting & Retention 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 **