



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)  
600 Cedar Street  
Saint Paul, MN 55101  
TELEPHONE: (651) 282-4625 DSN: 825-4625

**OPEN ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
OR  
ONE TIME OCCASIONAL TOUR (OTOT)  
VACANCY ANNOUNCEMENT  
25-208**

**OPENING DATE:** 4 March 2025                      **CLOSING DATE:** 24 March 2025                      **RANK/GRADE:** CPT/O-3

**POSITION TITLE:** Labor Relations Attorney Advisor                      **MOS/AOC/BRANCH:** CMF 27 / JA

**DUTY LOCATION:** Joint Force Headquarters, Saint Paul, MN

**SELECTING OFFICIAL:** COL Cochran, Ryan (651-282-4153)

**WHO MAY APPLY:** Open to 1LT/O-2 to CPT/O-3. Applicants should be currently in the Army, with minimum of 3 years of military legal experience. Must possess, or be able to obtain, Minnesota State Bar and a minimum clearance level of Secret. Applicants are required to submit a signed DD369 to obtain background checks. Personnel who are members or are eligible to become members of the Minnesota National Guard.

**REMARKS:** PCS Funding may be available. This position is announced as both a Open AGR and OTOT position. Acceptance of an AGR position will result in termination of Selected Reserve bonuses. This is a nation wide announcement.

**DUTIES AND RESPONSIBILITIES:** This position is a single incumbency. This position is located in the JFHQ-State Human Resources Office (HRO). The incumbent is the State Level Expert/point of contact on the State's Performance Management and Employee/Labor Relations Programs. The incumbent ensures all program activities, policies, instructions, and goals are in compliance with legislation, publications, regulations, and guidance from Office of Personnel Management (OPM), Department of Defense (DoD), National Guard Bureau (NGB), Department of the Army (DA) and Air Force (OAF), and other governing agencies. Work is performed for both Army (ARNG) and Air National Guard (ANG) full-time employees within the State. Provides program management and guidance for the Performance Management System. Advises managers about appropriate disciplinary or other corrective techniques responsive to a range of conduct and performance problems. Provides labor-relations services to a complex and geographically separated organization. Provides professional legal advice and opinions, both written and oral, on issues arising from federal laws and regulations or concerning the federal mission of the National Guard. Serves as labor and employment litigation point of contact for the State. Prepares litigation reports, briefs, pleadings and other papers associated with civil litigation involving the Minnesota National Guard. Upon designation by the U.S. Department of Justice, or, in appropriate cases, when designated by the Office of Legal Adviser, National Guard Bureau, may appear as counsel for the National Guard or National Guard officials or employees in civil litigation. Acts as the State Adjutant General's representative in third-party proceedings under the Federal Labor-Management Relations Statute. Reviews technician collective bargaining agreements for legal sufficiency. Upon designation by the State Adjutant General, may participate in collective bargaining as a member of the management negotiating team. Performs other professional legal and military duties as required.

**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. For Traditional Service Members applying for the OTOT position, the tour length will not exceed 3 years from the date of hire. The incumbent will not be assessed into the AGR program as a career Soldier. Consecutive OTOT tours are not authorized.

**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](mailto:ng.mn.mnarng.mbx.assets-hro@army.mil) PDF Name and subject line must read **"25-208 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-208 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 ORB  
DD 2807/DD2808, or PHA, or MEDPROS IMR  
Retirement Points Accounting Management (RPAM)  
Three most recent OERs/OPRs  
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 or OTOT, ARNG 25-208, Labor Relations Attorney Advisor.

- 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 (AGR) 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: \_\_\_\_\_

**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](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 \*\***