



8242MINNESOTA 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 25-263**

**OPENING DATE:** 17 April 2025

**CLOSING DATE:** 2 MAY 2025

**RANK/GRADE:** SSG/E-6

**POSITION TITLE:** Supply/Training NCO

**MOS/AOC/BANCH:** 42R

**DUTY LOCATION:** 34<sup>th</sup> ID Band, Rosemount, MN

**SELECTING OFFICIAL:** CPT Marschall Stephanie, 651-268-8343, [stephanie.e.marschall.mil@army.mil](mailto:stephanie.e.marschall.mil@army.mil)

**WHO MAY APPLY:** Current members of the MN ARNG serving on AGR, in the rank of SGT/E-5 to SSG/E-6. Must have or be able to obtain 42R 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:** This position is located at the unit level. The purpose of this position is to provide general supply functions at Company level to accomplish the commander's plans and programs in attaining logistical and mobilization readiness objectives. Track progress and assist with services and calibrations. Provide supply support by accomplishing the following day-to-day functions such as responsible for requests, exchanges, issues, recovers and turn-in of personal clothing in accordance with current directives. Responsible for the accountability of all equipment assigned to the organization to include expendable/durable goods and maintaining hand-receipts on said 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. Responsible for ordering, picking up rations and maintaining ration account records. 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 unit. Submits schools applications, orders, funding, and Defense Travel System (DTS) Authorizations/Vouchers and verifies for completeness and accuracy. Maintains the unit training files and libraries. Prepares and submits requests for training areas and ranges. Works under the administrative supervision of the Senior Full-Time person of the unit to which assigned. Accomplishes day-to-day policies and procedures. Receives technical guidance from the BN 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.

**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 **"25-263 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-263 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 25-263, Supply/Training 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 (AGR) 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 (**list all instruments and proficiency level**, you may include personal references):

Instrument 1: \_\_\_\_\_ Proficiency \_\_\_\_\_

Instrument 2: \_\_\_\_\_ Proficiency \_\_\_\_\_

Instrument 3: \_\_\_\_\_ Proficiency \_\_\_\_\_

**First OIC in the current Chain of Command acknowledgement:**

Applicant Signature: \_\_\_\_\_

Name, Rank: \_\_\_\_\_

Position Title: \_\_\_\_\_

\_\_\_\_\_  
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 \*\***