



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 25-295

OPENING DATE: 15 May 2025

CLOSING DATE: 29 May 2025

RANK/GRADE: SFC/E-7

POSITION TITLE: Recruiting & Retention NCO

MOS/AOC/BRANCH: 79T

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

SELECTING OFFICIAL: MAJ Christopher Wendt 651.281.3802

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of SSG/E-6 to E-7. Must have or be able to obtain 79T 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: 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.

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 nq.mn.mnarng.mbx.assets-hro@army.mil PDF Name and subject line must read “**25-295 Last Name**”. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-295 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.

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 Merit AGR Vacancy Announcement ARNG 25-295, Recruiting & Retention 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 (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 ****