



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 25-320

OPENING DATE: 6 June 2025

CLOSING DATE: 20 June 2025

RANK/GRADE: SSG/E-6

POSITION TITLE: ADMIN NCO

MOS/AOC/BRANCH: 13B

DUTY LOCATION: BTRY C 1-151 FA, ORTONVILLE, MN 56278

SELECTING OFFICIAL: CPT Jerde, Daniel D. (651-268-8463)

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of SGT/E5 or SSG/E-6. Must have or be able to obtain 13B 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. Responsible for military personnel and administrative work for the unit. Initiates and/or completes personnel actions for the unit such as appointment packages, new member personnel in-processing, discharges, promotions, reductions, MOS assignments, and transfers. Completes efficiency reports to include but not limited to OERs, NCOERs, medical readiness rosters, and security clearances. Researches and corrects pay discrepancies. Initiates requests for discharges. Counsels Soldiers and dependents on retirement options, benefits, and processes forms as necessary. Applicant should be familiar with the following programs or systems: Enlisted Promotion System (EPS); state and federal incentives; My Unit Pay (MUP); IPPS-A; RCAS; SharePoint; eMILPO; iPERMS; GIMS; RMS; EES; MEDCHART; DISS. Assists with and occasionally performing duties of other full time support positions assigned to the unit. 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 S1 NCOIC. Performs 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 nq.mn.mnarng.mbx.assets-hro@army.mil PDF Name and subject line must read **"25-320 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-320 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 for ensuring the application packet is complete and all required documents are correct and included.

REQUIRED DOCUMENTS: Complete page 2 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 25-320, ADMIN 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 ****