



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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Saint Paul, MN 55101
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MERIT
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 25-328

OPENING DATE: 10 June 2025

CLOSING DATE: 24 June 2025

RANK/GRADE: CPT/O-3-MAJ/O-4

POSITION TITLE: Recruiting and Retention Basic Branch Officer Recruiter

MOS/AOC/BANCH: 01A

DUTY LOCATION: MN Recruiting & Retention Battalion, NE Minneapolis, MN

SELECTING OFFICIAL: MAJ Timothy Reichert

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of CPT/O-3 to MAJ/O-4. 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 Basic Branch Officer Recruiter will contribute to the mission of the Recruiting and Retention Command in areas of basic branch officer recruiting. This position is a critical part of the Strength Maintenance Program and is essential to maintaining the strength and relevance of the ARNG. The Basic Branch Officer Recruiter will assist the Battalion Commander and Officer Strength Manager (OSM) in developing, conducting, evaluating, and maintaining effective Strength Maintenance (SM) programs in unit attrition/retention. Establishes and maintains contacts and recruiting programs in designated recruiting area; must be able to work with all stakeholders including units, Soldiers, and branch proponent sources to attract and mentor Soldiers throughout the process of becoming an officer. Develops and maintains a good working relationship with unit leaders and full-time support (FTS) personnel. Is responsible for all aspects of basic branch recruiting process from lead generation to packet processing to commission and appointment. Maintain compliance with SM regulations, policies, procedures, and state guidance. Duties are subject to review for acceptability and adherence to instructions and regulations. Eligible applicants must have excellent speaking ability, presentation skills and knowledge of the organization and mission of the ARNG. Must be qualified in or become qualified within the period prescribed in NGR 600-5. Preferred qualifications include Captains Career Course and Command complete. This position is assigned to the office of the Recruiting and Retention Command and serves as the principal staff officer for coordinating and executing the accession of basic branch officers into the ARNG. The tasks, duties, and responsibilities (per NGR 601-1, Para 2-13) performed include but are not limited to:

- a. Coordinates with the State OSM and Basic branch mentors to develop officer procurement (branch) priorities.
- b. Assist officers of other components transferring into the MNARNG. Actively recruits qualified officers assigned to the Inactive Ready Reserve (IRR).
- c. Develops and executes recruiting programs for civilians qualified for appointment as basic branch officers.
- d. Completes and processes the application for all basic branch appointments, responsible for ensuring the application is complete and accurate within guidance provided by Department of Army (DA)/ National Guard Bureau (NGB).
- e. Facilitates officer interstate transfers into MNARNG.
- f. Facilitate Active Component transfers into MNARNG.
- g. Providing lists of prospective candidates, development of advertising materials, and developing direct mail campaigns.
- h. Conduct duties associated with Officer Preparation Academy.
- i. Assist with specialty branch officer and warrant officer recruiting when necessary.

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 “**25-328 Last Name**”. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-328 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 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 25-328, Recruiting and Retention Basic Branch Officer Recruiter

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 ****