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 25-359

OPENING DATE: 23 July 2025   **CLOSING DATE:** 3 August 2025   **RANK/GRADE:** SSG/E-6

POSITION TITLE: ADMIN/TRAINING NCO   **MOS/AOC/BRANCH:** 12B

DUTY LOCATION: 682ND EN BN, ST. CLOUD, MN 56303

SELECTING OFFICIAL: CPT Jacob Kruse

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 12B 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 Company. Initiates, tracks, and completes personnel actions for the Company such as inputting and tracking personnel updates and PARs through IPPS-A to include promotions, reductions, MOS, attachment, and discharge. Completes and tracks all packet submissions to include administrative separations, conditional release, hardship/ING, and MOS conversion packets. Processes all EPS/QRB/SRB packets. Processes and tracks STR, FTA, and NOBEs. Manages/updates auto advancements, SRBs, extensions, bonus and incentives, unit bonus eligibility report in GIMS (SRIP), and iCARE folders, and updates extension intentions in RMS. Assists in carrying out the plans and programs established by the chain of command for the accomplishment of the unit training objectives and missions. Functions as the company technical advisor for all training items. Submits schools applications, orders, funding, and Defense Travel System (DTS) Authorizations/Vouchers and verifies for completeness and accuracy. Uploads and tracks training certificates, HT/WT/ACFT/weapons data, completes training schedules and training assessments in accordance with Digital Training Management System (DTMS) guidance/standards. Assists the Readiness NCO in obtaining/maintaining mobilization readiness of the unit. Performs duties as unit security manager and alternate unit GCSS-Army Master Driver. Completes cross training by becoming familiar with and occasionally performing duties of other full-time support positions assigned to the unit. Accomplishes day-to-day policies and procedures. 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 ng.mn.mnarng.mbx.assets-hro@army.mil PDF Name and subject line must read **"25-359 Last Name".** If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-359 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

MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ARNG 25-359, ADMIN/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 (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

-<u>**All digitally signed documents must be printed to PDF before merged. Signatures can be lost in merge and will not be accepted**</u>

-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 **