



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 25-370

OPENING DATE: 1 August 2025

CLOSING DATE: 10 August 2025

RANK/GRADE: SFC/E-7

POSITION TITLE: Readiness NCO

MOS/AOC/BANCH: 15T

DUTY LOCATION: A CO 2/147 AHB, Saint Paul, MN 55107

SELECTING OFFICIAL: MAJ Vince Gonsior

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of SSG/E-6 to SFC/E-7. Must have or be able to obtain 15T 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. Advises the commander on training, logistics, personnel, and readiness requirements coinciding with unit's mission and METL Tasks. Serves as primary point of contact for input into the unit readiness reports and yearly training calendars. Has oversight of the military school program (DMOSQ and NCOES) of the unit. Prepares and/or reviews training directives, individual training records, operation orders, mobilization plans, SOPs and readiness reports. Reviews and prepares training schedules and plans for approval of commander and higher headquarters. Manages the Unit Manning Report (UMR). Supervises or prepares all pay in My Unit Pay and manages the unit funds. Should be exposed to using systems such as but not limited to: ATRRS Funding Allocation Model (AFAM), Department of the Army Mobilization System (DAMPS), Defense Travel System (DTS) Army Training Requirements and Resources System (ATRRS), My Unit Pay, Defense Information System for Security (DISS), Digital Training Management System (DTMS), Force Management System (FMS) Website, and Range Facility Management Support System (RFMSS). Supervises the Unit Administrative Technician and Unit Supply Sergeant. Assists in carrying out the plans and programs established by the chain of command in support of the unit's mission(s) and in support of 2-147th AHB mission. Functions as the unit's technical advisor for all training and administrative items and provides mentorship to other unit full-time staff. Serves as Platoon Sergeant for the Maintenance Control and Platoon Headquarters. Must be able to pass a flight physical and maintain flight status.

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 "25-370 Last Name". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – 25-370 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 25-370, Readiness 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 ****