



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)

**600 Cedar Street
Saint Paul, MN 55101**

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**OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 25-372**

OPENING DATE: 1 August 2025

CLOSING DATE: 25 August 2025

RANK/GRADE: CPT/O-3

POSITION TITLE: Training Officer

MOS/AOC/BANCH: CMF 13A

DUTY LOCATION: HQ / 1-151 FA, Montevideo, MN 56265

SELECTING OFFICIAL: LTC Benjamin J. Schmitz

WHO MAY APPLY: Current members of the MN ARNG in the rank of 2LT/O-1 to CPT/O-3. Must have or be able to obtain CMF 13A. Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment. Higher graded Soldiers are eligible to apply but may be required to take a reduction in rank to accept this position.

REMARKS: No PCS authorized for new accessions. PCS for current AGR's depends on funding. Acceptance of an AGR position may result in termination of Selected Reserve bonuses. **Selectee will not be brought on to the AGR force immediately, due to the current hiring restrictions and budget constraints.**

DUTIES AND RESPONSIBILITIES: Formulates, oversees, and evaluates the overall training programs for the command. Develops yearly and long-range training plans. Develops and publishes annual training guidance and operational guidance. Prepare plans and reports pertaining to readiness and mobilization. Provides guidance and assistance to units in preparation of training and readiness reports. Receives, and consolidates the readiness reports from subordinate units to inform the command of training trends and readiness status. Provides command with recommendations for improvements/modifications of the battalion training program. Produces and maintains Standard Operating Procedures for training, tactical procedures, and operations. Ensure subordinate units perform records management in the Digital Training Management System (DTMS). Prepares command level mobilization and contingency operation plans. Provides technical guidance and assistance to subordinate units in the development of mobilization, alert and assembly plans for use in responding to local/national emergencies and support to civil authorities missions. Assists in the preparation for and executes command level inspections in the area of training and readiness. Creates all CUSR reports applicable to the BN and ensures completion for all sections is in compliance with J3 MOB Guidance. Directs scheduling and coordination for the use of training sites and facilities. Ensures the arrangement for equipment and supplies needed for training activities. Procures or directs the procurement of training aids, manuals, or other instructional material. Maintains liaison with personnel at local, state or federally operated training sites. Identifies the requirement for the coordination and maintenance of usage agreements for local/private training areas. Coordinates with external training, evaluation, and assistance organizations for the conduct and evaluation of Army training to include Field Training Exercises (FTX), Command Posts Exercises (CPX), etc. Develops and implements Risk Management plans and programs for the command. Provides guidance to subordinate units on the implementation of Risk Management plans and programs. Assists with the development of safety/accident prevention policies and supervises implementation. Conducts safety inspections and assistance visits to subordinate units. Conducts investigations of accidents and safety violations and recommends corrective actions. Serve as security coordinator for the command. Provides guidance and assistance in implementing and following security measures for such items as documents, arms and ammunition, and communication/automation equipment COMSEC). Functions as the primary advisor for anti-terrorism/force protection (AT/FP) measures and ensures all AT/FP requirements are accomplished. Ensures that procedures outlined in respective security regulations are complied with. Identifies requirements and justifies requests for supplies and services such as ammunition, demolitions, rations, contract latrines, automation support, etc. Forecasts and approves ammunition requirements for subordinate units. Coordinates with maintenance and supply personnel to ensure equipment and supplies are available and ready for training activities. Plans, organizes, and assigns work to employees engaged in training and readiness at the command level. Revises assignments or details employees to other duties as necessary to meet changing work situations, deadlines, or priorities. Establish performance standards and evaluate employee performance. Prepares requests and recommendations for promotions, reassignments, etc. Recommends recognition for outstanding performance. Provides initial approval/disapproval of leave. Receives and resolves, or participates in the resolution of grievances, or forwards to higher-level management for resolution. Acts to resolve disciplinary problems, or

forwards to higher level management for resolution. Formulates plans for equal treatment of all employees. Assures position management principles are adhered to and position descriptions are accurate. Informs employees of all aspects of personnel programs of training installations, either answering routine questions or obtaining information from specialists when more technical answers are required. Provides technical guidance to subordinate unit training and readiness personnel. Performs other duties as assigned.

LENGTH OF TOUR: 3 YEARS – Subject to program continuance; members successfully completing initial tour will be afforded priority for tour extension, after completing initial tour.

AGR PROGRAM BENEFITS: Salary is determined by military grade and time in service. Member is authorized Subsistence allowance, Basic Allowance for Housing (BAH), thirty (30) days annual leave; medical and dental care. TRICARE Prime Remote or TRICARE Standard coverage for dependents. Military Exchange and Commissary privileges.

AGR PROGRAM MINIMUM QUALIFICATION REQUIREMENTS

1. Must be a member or eligible to become a member of the Minnesota Army National Guard. Selected individual must extend/enlist for a period equal to the AGR tour.
2. Must meet medical standards prescribed by AR 40-501, Chapter 3 and physical standards prescribed by AR 600-9. Soldier must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, chapter 3 conducted within 12 months prior to initial entry into the AGR Program. Soldier must have a Human Immunodeficiency Virus (HIV) test within the last 24 months prior to initial entry into the AGR program IAW AR 600-110. This examination is to be accomplished at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical units, or a civilian medical facility.
3. The individual must be eligible to complete a minimum of five (5) years in AGR status immediately prior to his/her mandatory separation date or prior to completing 18 years of Active Federal Service.
4. Individual must not be eligible for, nor receiving a federal military retired or retainer pay, nor federal service annuities.
5. Individual must possess or be able to obtain appropriate security clearance.
6. Must not be a candidate for elective office, holding a civil office (full or part-time), or engage in partisan political activities as defined by DoD Directive 5500.7, Joint Ethics Regulation.
7. Applicant selected will be subject to State Military Justice procedures/statutes and State Civil Laws/statutes, as appropriate, when serving under provisions of Title 32 U.S.C.
8. Applicant must meet other eligibility requirements for AGR service under the provisions of AR 135-18 and 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 “**25-372 Last Name**”. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-372 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 and sign page 4 of this announcement
- **Current AGRs must get first OIC in the COC to sign acknowledgement**
NGB Form 34-1 (must be signed and dated)
APFT/ACFT Card
Selection SRB/ERB/ORB
DD 2807/DD2808, or PHA, or MEDPROS IMR
Retirement Points Accounting Management (RPAM)
Three most recent OER/NCOERs
DD 214s
Letters of Recommendation (optional)

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at <https://ngmnpublish.azurewebsites.us/full-time-jobs-in-minnesota/>.

Upon selection, individuals will undergo a background check to validate suitability for employment with the federal government as permitted by law, regulation, Presidential order, or other authority. Suitability is dependent upon the particular requirements for security clearance, sensitivity level, and DOD IT network access. Items checked include, but are not limited to, all criminal history record information, employment history, education, and fiscal accountability/responsibility.

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 25-372, Training Officer

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 ****