MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
600 Cedar Street
Saint Paul, MN 55101
TELEPHONE: (651) 282-4625 DSN: 825-4625

OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 27-081

OPENING DATE: 17 November 2026 **CLOSING DATE:** 1 December 2026 **RANK/GRADE:** SSG/E-6

POSITION TITLE: Instructor/Writer **MOS/AOC/BRANCH:** 00F

DUTY LOCATION: Regional Training Site Maintenance, CRTC, Little Falls, MN

SELECTING OFFICIAL: MAJ Matthew Scholz, 175th RTI Officer-in-Charge / Administrative Officer, 320-616-2691

WHO MAY APPLY: Current members, or eligible to become a member, of the MN ARNG in the rank of SGT/E-5 through SSG/E-6. Applicant must currently hold 91H MOS. 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. **Applicants must have completed the Common Faculty Development – Instructor Course (CFD-IC) and must meet Army height, weight, and physical fitness standards IAW AR 600-9.**

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. Upon selection, individual must be or become fully qualified to instruct school house programmed courses within twelve (12) months of appointment.

DUTIES AND RESPONSIBILITIES: Plans, prepares, and executes military training as outlined in the approved Program of Instruction (POI). Manages Course Resource Packets (CRPs) in coordination with course facilitation, maintains and updates instructor binders, and prepares course Composite Risk Management (CRM) outlines to ensure safe training operations. Manages student in-processing, including packet verification and the development of welcome packets. Provides formal and informal academic and professional counseling focused on leadership principles. Drafts concise, performance-based comments on student DA Form 1059s and maintains compliance on the Army Training Requirements and Resources System (ATRRS) school information page. Serves as the Test Control Officer and Test Administrator, enforces strict adherence to Army Enterprise Accreditation Standards (AEAS), and designs unit job descriptions. Acts as a key operational liaison between Proponent Headquarters and Course Managers, coordinates with designated National Guard Bureau (NGB) Subject Matter Experts and Battalion Headquarters for policy updates, schedules site visits and higher headquarters inspections, coordinates range and equipment co-use for outside units. 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 **"27-081 Last Name".** If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **27-081 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)
AFT/CFT/ACFT Card
STP (Soldier Talent Profile)
DD 2807/DD 2808, PHA, or MEDPROS IMR
DA5016 (Retirement Accounting Statement)
Three most recent OER/NCOERs
DD 214s
CFD-IC Certificate of Training
DA Form 5500
Letters of Recommendation (optional)
Do Not Encrypt your email

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.

ANNOUNCEMENT NUMBER: ARNG 27-081

MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Open AGR Vacancy Announcement ARNG 27-081, Instructor/Writer

1. I request consideration for the above vacancy.

2. Copies of my NGB 34-1, AFT/CFT/ACFT Card, STP (Soldier Talent Profile), DD 2807/DD 2808, PHA, or MEDPROS IMR, DA5016 (Retirement Accounting Statement), last three OER/NCOERs, DD 214s, CFD-IC Certificate, and DA 5500 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 AFT/CFT/ACFT: 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**

-Please do not use PDF Portfolio

-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, save and use the proper naming convention for your combined document.

Or you can,

-Open your first PDF

-Select “Add, delete, or go to a specific page using thumbnail images” button on the right side tool bar

-Then click “Insert pages”

-Proceed to add the documents you want to include in your application submission. It is best to add the required documents in order.

-At this point, save and 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 **