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 27-086

OPENING DATE: 23 November 2026 **CLOSING DATE:** 7 December 2026 **RANK/GRADE:** SFC/E-7

POSITION TITLE: Readiness NCO **MOS/AOC/BRANCH:** 91X

DUTY LOCATION: CO B 134 SPT BN, CRTC, Little Falls, MN 56345

SELECTING OFFICIAL: CPT Luke Loso, 320-616-3100

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, current OTOT, or serving as a current Permanent Technician in the rank of SFC/E-7. No traditional M-Day may apply. Must have or be able to obtain 91X MOS. Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment.

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 MOS/AOC qualified within twelve (12) months of appointment, except for deployed Soldiers, who will have an additional 12 months.

DUTIES AND RESPONSIBILITIES: Advises the Commander on training, logistics, personnel and unit mobilization readiness requirements and ensures the unit develops, updates, and maintains comprehensive mobilization plans. Process documents such as transportation reports, load plans, movement plans, post mobilization directives. Serves as primary point of contact for input into the unit readiness reports. 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 or prepares training schedules and plans for approval of commander and higher headquarters. Manages the Unit Manning Report (UMR). Ensures the armory is properly cared for, safeguarded and the process for rental of the facility is handled in accordance with governing directives. Coordinates the recruiting and retention efforts of the unit with full-time Recruiting and Retention personnel. In the absence of assigned janitorial staff, works with other assigned full-time support personnel to maintain physical security care for, clean, and maintain the National Guard Armory to include lawn care and general maintenance. Acts as liaison to the Family Readiness Group (FRG) as the Military Point Contact (MPOC) as well as the Citizen's Committee and Beyond the Yellow Ribbon Networks (BYR). Provides day-to-day supervision for AGR Soldiers and dual status technicians. Performs other duties as assigned. Supervises or prepares all pay in My Unit Pay and manages the units training funds. Should be exposed to using systems such as but not limited to: Reserve Component Automation System, Personnel Electronic Records Management System Medical Protection System Line of Duty, ATTRS Funding Allocation Model, Automated Funds Control and Orders Module, Defense Travel System. Army Training Requirements and Resources System, My Unit Pay, JPAS, Digital Training Management System, Force Management System Website, Abbreviated Ground Accident Report, and Financial Liability Investigations of Property Loss. 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/OTOT PROGRAM MINIMUM QUALIFICATION REQUIREMENTS

1. Must be a member of the Minnesota Army National Guard. Selected individual must extend/enlist for a period equal to the OTOT 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 **"27-086 Last Name".** If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **27-086 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 3 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
Letters of Recommendation (optional)
Do Not Encrypt your email

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at https://mn.gov/mnng/careers/

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 27-086

MEMORANDUM FOR NGMN-PEH

DATE:_____

SUBJECT: Application for Merit AGR Vacancy Announcement, ARNG 27-086, Readiness NCO

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, and DD 214s 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 **