



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)  
CEDAR STREET ARMORY – 600 CEDAR STREET  
ST. PAUL, MN 55101  
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**ONE TIME OCCASIONAL TOUR (OTOT)  
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT  
ARNG 19-065**

**OPENING DATE:** 16 October 2018      **CLOSING DATE:** 30 September 2019      **RANK/GRADE:** SGT/E-5  
**POSITION TITLE:** Recruiting & Retention NCO      **MOS/AOC/BRANCH:** 00F24  
**DUTY LOCATION:** MN Recruiting & Retention Battalion, Duty Station: Statewide  
**SELECTING OFFICIAL:** CSM LeRoy McCoy, 651-281-3840

**WHO MAY APPLY:** ENLISTED SPC/E4 & SGT/E5. Applicants must have the following ASVAB Scores: GT 100 and ST 96. Be at least 21 years old, and have no less than 3-years of time in service upon selection. Members with rank higher than identified are eligible to apply, but may be required to take a reduction should they be selected. The military grade of the supervisor must equal or exceed the grade of personnel supervised. Personnel who are members or are eligible to become members of the Minnesota Army National Guard. Priority will be given to current full-time Minnesota Army National Guard Soldiers (AGR, Technician, FTNGD/ADOS, T10).

**REMARKS:** This is a One Time Occasional Tour (OTOT). The tour length will not exceed 3 years from the date of hire. The incumbent will not be assessed into the AGR program as a career Soldier. Consecutive OTOT tours are not authorized. Soldiers interested in becoming career AGR Soldiers are eligible to apply for Open AGR Announcements. PCS is not authorized. This tour could possibly affect incentives resulting in termination of benefits.

**DUTIES AND RESPONSIBILITIES:** The Recruiting and Retention NCO (RRNCO) is responsible for all three tenets of the Strength Maintenance Program; (Recruiting, Attrition Management and Retention). The RRNCO is a critical part of the Strength Maintenance Program and is absolutely essential to maintaining the strength and relevance of the ARNG. Assist commander/1SG in developing, conducting, evaluating and maintaining effective Strength Maintenance (SM) programs to include unit attrition/retention, Unit Sponsorship Program, Family Support groups and Employer Support of the Guard and Reserve (ESGR) program. Maintain compliance with SM regulations, policies, procedures and State guidance. Establish and maintain contacts and recruiting programs in designated recruiting area. Conduct telephone prospecting, area canvassing and other lead generating activities. Establish and maintain contact with local media. Interview and Pre-qualify prospects, to ensure current basic enlistment eligibility criteria are met prior to administration of Armed Services Vocational Aptitude Battery (ASVAB) test. Provide transportation of applicants to Military Entrance Processing Stations (MEPS) and the Military Examination Test Sites (METS). Prepare, complete and submit complete enlistment packets prior to transporting applicants to MEPS to include waivers if applicable. Develop and maintain a good working relationship with unit leaders and full-time support personnel. Prepare, conduct and evaluate SM: training seminars, workshops, for assigned units. Determine basic eligibility for extension/immediate re-enlistment. Maintain contact with unit members to determine needs and assist with resolving problems/concerns as related to the unit and the ARNG. Works under the supervision of the Area NCOIC. Day-to-day work is performed without constant supervision consistent with established policies and mission priorities. Work is subject to review for acceptability and adherence to instructions and regulations. Must be qualified in DMOS or become qualified within the period prescribed in NGR 600-5. Also must have excellent speaking ability and presentation skills with knowledge of the organization and mission of the ARNG.

**LENGTH OF TOUR: 3 YEARS –** The tour length is, at a maximum, 3 years from the date of hire. The incumbent will not be assessed into the AGR program as a career Soldier. Orders are based on an availability of funding and can be reduced in length to meet the needs of the organization.

**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 three (3) 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 must forward the forms listed below to arrive in the Human Resource Office no later than the Closing Date indicated above.** E-mail applications to [ng.mn.mnarng.mbx.assets-hro@mail.mil](mailto:ng.mn.mnarng.mbx.assets-hro@mail.mil) subject line must read “**19-065 Last Name**”. Please scan packet in as a **SINGLE .pdf file**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – 19-065 Smith, 1 of 2). For questions, please email [ng.mn.mnarng.mbx.assets-hro@mail.mil](mailto:ng.mn.mnarng.mbx.assets-hro@mail.mil).

### **REQUIRED DOCUMENTS:**

Complete page 3 of this announcement  
NGB Form 34-1 (must be signed and dated)  
DA 705 (APFT Card)  
Validated ERB  
DD 2807/DD2808, or PHA (Physical Exam Forms)  
Retirement Points Accounting Management (RPAM)  
Three most recent NCOERs  
DD 214s

**HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.** If the application is incomplete, a letter will be sent to the individual indicating the reason for disqualification.

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at <http://minnesotanationalguard.ng.mil/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 or 651-282-4078.

### **RRB QUALIFICATION REQUIREMENTS**

- 1) Must be a US citizen by birth or naturalization
- 2) Must meet the height and weight standards of AR 600-9 or have a medical determination of acceptable body fat limits.
- 3) Must have passed an Army Physical Fitness Test within the past 6 months.
- 4) Must not have voluntarily left the AGR Program within the past 12 months.
- 5) Must be able to pass a security check and receive a favorable background Investigation
- 6) Must have favorable civilian and military disciplinary records.
- 7) Must not have been convicted by civilian court or military courts-martial for a serious offense. This is a Position of Significant Trust and Authority (POSTA). We will conduct a search in MNSIC, OMPF, NSOPW
  - a) Personnel identified with Type I offense are NOT eligible for hire or waiver (i.e. sexual assault, domestic violence, initial enlistment waivers for derogatory information related to any type II offense, see POSTA SMOM)
  - b) Personnel identified with Type II offense are subject to hire depending on waiver determination/approval (i.e. DWI, theft, burglary, assault in last 5 years, relief for cause NCOER within last 5 years, see POSTA SMOM)
- 8) Must possess a valid civilian driver's license
- 9) Must not have filed for bankruptcy within the last 3 years. (Deems security clearance invalid)
- 10) Must possess an approved Family Care Plan.

MEMORANDUM FOR NGMN-PEH

DATE: \_\_\_\_\_

SUBJECT: Application for OTOT AGR Vacancy Announcement, ARNG 19-065, Recruiting & Retention NCO.

- 1. I request consideration for the above vacancy.
- 2. Copies of my NGB 34-1, DA 705, validated ERB, PHA Exam, RPAM, last three NCOERs, and DD 214s are attached.
- 3. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

<u>Organization</u>	<u>Duty Position/MOS</u>	<u>Dates of Employment</u>	<u>Supervisor</u>	<u>Phone Number</u>

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 APFT: Date \_\_\_\_\_  Pass  Fail

8. Most recent weight-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: \_\_\_\_\_

FORWARD APPLICATION TO: [ng.mn.mnarnng.mbx.assets-hro@mail.mil](mailto:ng.mn.mnarnng.mbx.assets-hro@mail.mil)

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