OPEN
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 20-346

OPENING DATE: 9 April 2020       CLOSING DATE: 23 April 2020       RANK/GRADE: SSG/E-6

POSITION TITLE: Instructor/Writer       MOS/AOC/BRANCH: 91H

DUTY LOCATION: Regional Training Site Maintenance, Camp Ripley, MN

SELECTING OFFICIAL: CW4 Dennis F. Thoma 320-616-3017

WHO MAY APPLY: Enlisted (SGT/E-5 to SSG/E-6). Personnel who are members or are eligible to become members of the Minnesota Army National Guard may apply.

REMARKS: PCS Available. In addition, applicants must be qualified with Common Faculty Development Instructor Course (CFD-IC) or equivalent, and Proponent certified within 12 months of hire.

DUTIES AND RESPONSIBILITIES: Operational Responsibilities: develops welcome packets, instructor assessments, conducts in-processing of students, coordination to ensure in-processing packets are complete, develop unit job descriptions, liaison between Proponent Headquarters and Course Managers, coordinates with Proponent designated NGB Subject Matter Experts and Battalions Headquarters for course updates and policy clarification, prepares student DA 1059s, updates and ensures compliance of ATRRS school information pages, prepares/updates course Composite Risk Management outlines. Review Program of Instruction (POI) and manages Course Resource Packet (CRP) in coordination of course facilitation. Serves as the liaison for outside units co-using ranges and equipment, sets site visits and inspections for courses with higher headquarters and adjacent units. Ensures courses adhere to Army Enterprise Accreditation Standards (AEAS). Performs as a Test Control officer/Test Administrator and maintains and updates instructor binders. 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 must forward the forms listed below to the Human Resource Office no later than the Closing Date indicated above. E-mail applications to ng.mn.mnang.mbx.assets-hro@mail.mil. Subject line must read “20-346 Last Name”. Please scan packet in as a SINGLE pdf file. If the file is too large to send in one email, subject line must end in 1 of 2, 2 of 2 (example – 20-346 Smith, 1 of 2). Attachments will be labeled with the same naming convention as the subject line. For questions, please email ng.mn.mnang.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://www.minnesotanationalguard.org/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 or 651-282-4078
MEMORANDUM FOR NGMN-PEH

DATE: ____________________________


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:

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<tr>
<th>Organization</th>
<th>Duty Position/MOS</th>
<th>Dates of Employment</th>
<th>Supervisor</th>
<th>Phone Number</th>
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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.mnarng.mbx.assets-hro@mail.mil