



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
VETERANS SERVICE BUILDING – 20 12TH STREET WEST
ST. PAUL, MN 55155-2004
TELEPHONE: (651) 282-4155 DSN: 825-4155

**ONE TIME OCCASIONAL TOUR (OTOT)
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 22-765**

OPENING DATE: 29 September 2022

CLOSING DATE: 13 October 2022

RANK/GRADE: CW2-CW4

POSITION TITLE: Training Administrator

MOS/AOC/BRANCH: 919A/915A/E

DUTY LOCATION: RTS-M, Camp Ripley, MN

SELECTING OFFICIAL: MAJ Adam A. Riedel phone 320-616-2691

WHO MAY APPLY: (CW2-CW4) are eligible to apply. Personnel who are members or are eligible to become members of the Minnesota National Guard. Priority will be given to current full-time Minnesota Army National Guard Soldiers (AGR, Technician, 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: Serves as the Maintenance Warrant Officer for the RTS-M. Responsible for oversight of all maintenance training and also serves as the subject matter expert on all maintenance. Plans, develops, directs and manages training programs through subordinate employees who in-turn provide day-to day operations for the Regional Training Site Maintenance (RTS-M). Develops policies, supplemental operating instructions and directives, ensuring that established admission standards, academic standards and leadership standards are adhered to and continually monitors the operation of the RTS-M to ensure effective and efficient operation. Serves as principle advisor to the J3 and Regiment Commander on leadership development of ARNG personnel within the Maintenance Field. Prepares and conducts surveys concerning leadership and other special training problems in state ARNG units and recommends remedial action. Coordinates school requirements and maintains liaison with NGB, proponent schools, active military installations, and other agencies concerning execution and conduct of training programs. Serves as the command's primary quality assurance action officer. Prepares and provides justification of budget estimates. Responsible for the procurement of instructors, tactical officers, training of non-commissioned officers, and other support personnel. Supervises/manages assigned and attached personnel. May serve as a member of the academic board when designated. Serves as a member of the RTI Advisory Council to develop changes to NGB publications, which affect operations of the institute. Plans and assigns work to be accomplished by subordinates. Assists employees in reaching performance goals. Informs subordinates of agency policies and programs. 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
9. Applicant must be fully vaccinated against COVID-19 or have an approved exemption prior to start date. Reference OPOD_JFMN_J3_22_002_(VACCINATE_THE_FORCE).

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 applications packets in a **SINGLE** pdf file to ng.mn.mnarnng.mbx.assets-hro@army.mil subject line must read **22-765 Last Name**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example **22-765 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 to ensure the application is complete and all required documents are correct and included.**

REQUIRED DOCUMENTS:

Complete page 3 of this announcement
NGB Form 34-1 (must be signed and dated)
DA 705 (APFT Card)
Attach a copy of your current ERB or DA Form 2-1
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: _____

SUBJECT: Application for Open AGR Vacancy Announcement, ARNG 22-765, Training Administrator

- 1. I request consideration for the above vacancy.
- 2. Copies of my NGB 34-1, DA 705, updated ERB/DA Form 2-1, 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> |
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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: MN-Assets-HRO@ng.army.mil