



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 25-465

OPENING DATE: 29 September 2025

CLOSING DATE: 6 October 2025

RANK/GRADE: SFC/E-7

POSITION TITLE: RSP Readiness NCO

MOS/AOC/BANCH: 00F

DUTY LOCATION: RRB - Recruit Sustainment Program, Brainerd, MN

SELECTING OFFICIAL: MAJ Rebecca Moenkhaus, RRB Task Force North CDR, at rebecca.m.moenkhaus.mil@army.mil or 651-281-3801.

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, in the rank of SSG/E-6 to SFC/E-7. Eligibility is limited to personnel currently in the Minnesota Army National Guard who are serving on an Active Guard/Reserve (AGR) tour. Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment.

REMARKS: PCS for current AGR's depends on funding. 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: Recruit Sustainment Program Readiness Noncommissioned Officers (RNCOs) are assigned to the Recruiting and Retention Battalion with the responsibility of supporting the MNARNG Recruit Sustainment Program. RNCOs are responsible for all supply, administrative, and operation needs of the RSP detachment and are assigned additional duties based on mission requirements. Ensures all recruits are properly received, integrated, trained, and MOS qualified prior to joining their units as a fully deployable asset. Responsible for ensuring recruits are mentally prepared, administratively correct, and physically fit for the rigors of IADT. Impacts end strength through persistent Absent Without Leave (AWOL) recovery, lead generation, Reselling the ARNG, Training Pipeline Loss reduction, and recruit issue resolution. Recommends retain and separation actions. Manages all pay transactions to include drill pay and DTS pay upon return from training, processes promotions. Improve community relations by working with leaders such as M-Day unit command teams, school counselors, medical personnel, and various government agencies, to resolve recruit issues. Provides Soldier care by encouraging and tracking trainee high school completion status, coordinating GED courses, and providing transportation to and from MEPS, GED courses, and airports. Publishes yearly training calendar and training schedule for all drill weekends in DTMS. tracks recruit administrative information across VULCAN, GCRc, Recruiter Zone, the MN State Database, and the MN SharePoint website. Performs other duties as assigned.

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 "**25-465 Last Name**". If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **25-465 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 page 3 of this announcement
- Must get first OIC in the COC to sign acknowledgement
Selection STP/SRB/ERB/ORB
Three most recent NCOERs/OERs

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.

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 and is governed by the Army Suitability, Fitness, and Credentialing Program (AR 600-78). We will conduct a search in MNSIC, OMPF, NSOPW, MEDCHART, and DISS
 - 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 AR 600-78, Para 3-5.a.(1)));
 - 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 AR 600-78, Para 3-5.a.(2)));
- 9) Must not have filed for bankruptcy within the last 3 years. (Deems security clearance invalid)
- 8) Must possess an approved Family Care Plan.
- 9) If applicant is in the rank of SPC, must have 3 years TIS, 3 years TIG, completion of SSD.

MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ARNG 25-465, RSP Readiness NCO

1. I request consideration for the above vacancy.
2. Copies of my updated Selection STP/SRB/ERB/ORB and last three NCOERs/OERs 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/ACFT/APFT: 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

- 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, 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 ****