



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)

**600 Cedar Street
Saint Paul, MN 55101**

TELEPHONE: (651) 282-4625 DSN: 825-4625

**OTOT (One-Time Occasional Tour)
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 26-017**

OPENING DATE: 7 November 2025

CLOSING DATE: 21 November 2025

RANK/GRADE: SSG/E-6

POSITION TITLE: Instructor

MOS/AOC/BANCH: 00F

DUTY LOCATION: Regional Training Site Maintenance (RTS-M), Little Falls, MN

SELECTING OFFICIAL: CW4 Darrin Schmidt

WHO MAY APPLY: Current members of the MN ARNG in the rank of SSG/E-6. Must have 91H MOS.

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. Acceptance of an OTOT position may result in termination of Selected Reserve bonuses.

DUTIES AND RESPONSIBILITIES: Primary duties include planning, preparing, and executing the curriculum as outlined in the Program of Instruction (POI). Provide academic and professional counseling to students throughout the training cycle. This includes formal and informal counseling sessions, addressing performance and leadership principles. Provide concise, performance-based comments for each soldier on DA 1059, update and ensure compliance with the ATRRS school information page. Ensure the course adheres to the Army Enterprise Accreditation Standards (AEAS). Performs duties as a Test Control officer/ Test Administrator and maintains updates to instructor binders. Performs other duties as assigned. Per TRADOC regulation Common Faculty Development – Instructor Course (CFD-IC) is a prerequisite requirement for instructors assigned to institutional training environments. Be fully qualified in MOS 91H and have at least one year of experience. Recently (within 36 months) held a leadership assignment in the MOS 91H. Must meet Army height, weight, and physical fitness standards. Have a favorable background check or clearance. Strong written and verbal communication skills, professionalism, and the ability to lead and mentor soldiers in both classroom and hands-on training environments. Possess mature judgment, initiative, and display outstanding military bearing. Have a demonstrated ability to be an instructor and do not have a speech impediment as outlined in NGR 600-200. Plays a critical role in delivering high-quality technical training to Active Duty, Army Reserve, and National Guard Soldiers. Performs other duties as assigned.

LENGTH OF TOUR: 3 YEARS – One-Time Occasional Tour.

OTOT 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 **"26-017 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **26-017 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
NGB Form 34-1 (must be signed and dated)
AFT/APFT/ACFT Card
Selection STP/SRB/ERB/ORB
DD 2807/DD2808, or PHA, or MEDPROS IMR
Retirement Points Accounting Management (RPAM)
Three most recent OER/NCOERs
DD 214s

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at [Careers – Minnesota National Guard \(ng.mil\)](#).

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.

MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Open OTOT Vacancy Announcement, ARNG 26-017, Instructor

1. I request consideration for the above vacancy.
2. Copies of my NGB 34-1, AFT/ACFT/APFT, Selection STP/SRB/ERB/ORB, PHA Exam, RPAM, 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:

<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 ACFT/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@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 ****