



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

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

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**MERIT
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 26-026**

OPENING DATE: 19 November 2025

CLOSING DATE: 26 November 2025

RANK/GRADE: SFC/E-7

POSITION TITLE: LEGAL ASSISTANT

MOS/AOC/BANCH: 27D

DUTY LOCATION: HQ, 34TH ID, Arden Hills, MN 55112

SELECTING OFFICIAL: COL Ryan Rossman, 34th ID Chief of Staff

WHO MAY APPLY: Current members of the MN ARNG serving on AGR, current Permanent Technician, or serving as OTOT in the rank of SSG/E-6 to SFC/E-7. No traditional M-Day may apply. Must currently hold 27D MOS. Eligibility is limited to personnel currently in the Minnesota Army National Guard who are serving on an Active Guard/Reserve (AGR) tour, a One Time Occasional Tour (OTOT), or as a Permanent Technician. Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment.

REMARKS: No PCS authorized for new accessions. PCS for current AGR's depends on funding. Acceptance of an AGR position may result in termination of Selected Reserve bonuses.

DUTIES AND RESPONSIBILITIES: This position is located at the Division level. Primary advisor to Senior Staff and State Judge Advocate on all paralegal Soldier issues in the 34th Infantry Division. Provides technical supervision of all paralegal Soldiers assigned to or supported by the 34th Infantry Division. Supervises compliance with all applicable Federal and State laws, military regulations and directives, and proper accountability and accuracy in processing of all legal operations and documentation throughout the organization. Maintains open lines of communication within the organization and with other Federal and State agencies to ensure timely advice is provided in support of current and future operations and exercises. Assists with the management of technological needs, information assurance, and budgetary administration of the section. Supervises the receipt and processing of Legal Assistance needs of all eligible clients in accordance with applicable regulatory guidance. Receives and ensures review of FOIA and State Data Practices Act request and processes Tort Claims Act (Federal and State) submissions. Acts as primary legal POC for all Divisional units for legal support and processing to include adverse administrative, punitive, and other legal actions. Performs other duties as assigned. Must be qualified in DMOS or become qualified within the period prescribed in NGR 600-5.

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 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 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 “**26-026 Last Name**”. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **26-026 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
- **Current AGRs must get first OIC in the COC to sign acknowledgement**
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
Letters of Recommendation (optional)

Application forms may be obtained at most Minnesota Army or Air National Guard Facilities or from our website at <https://ngmnpublish.azurewebsites.us/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.

MEMORANDUM FOR NGMN-PEH

DATE: _____

SUBJECT: Application for Merit AGR Vacancy Announcement ARNG 26-026, LEGAL ASSISTANT

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:

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 ****