



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)
OR
ONE TIME OCCASIONAL TOUR (OTOT)
VACANCY ANNOUNCEMENT
ARNG 26-027**

OPENING DATE: 20 November 2025

CLOSING DATE: 4 December 2025

RANK/GRADE: CSM/E-9

POSITION TITLE: Garrison Command Sergeant Major

MOS/AOC/BANCH: 00F

DUTY LOCATION: Training Support Unit, CRTC, Little Falls, MN

SELECTING OFFICIAL: COL Troy Fink

WHO MAY APPLY: Current members of the MN ARNG in the rank of SGM/E-9 & CSM/E-9. Best Qualified List (BQL) status is not required. Current AGRs must have a minimum of 18 months in the program to be eligible for reassignment.

REMARKS: No PCS authorized for OTOT. PCS for current AGR's depends on funding. This position is announced as both Merit AGR and OTOT position. Acceptance of an OTOT position may result in termination of Selected Reserve bonuses.

DUTIES AND RESPONSIBILITIES: Command Sergeant Major (CSM) of a Level II Garrison Training Center responsible for executing established policies and standards pertaining to performance, care, conduct, appearance, personnel management, and training of personnel on the installation. Provides and makes recommendations to the Commander and staff on all matters pertaining to enlisted personnel, families and transient customer groups when necessary. Accompanies the Commander on visits and ceremonies with military and civilian agencies. Analyzes Camp Ripley Training Center (CRTC) resources, services and processes to include inputs from tenant and transient elements to improve the training experience at CRTC. Reports issues, concerns, or special requests to the Commander when appropriate. Will serve as the liaison for other unit's CSM and the NCO support channel to the Garrison Commander from tenant units on the post. The CSM is expected to perform entirely devoid of supervision. Performing duties calmly, precisely, and earnestly are all expected of the Soldier holding the distinction of CSM. The CSM must communicate all regular activities to all levels of the unit, working in harmony with officers, noncommissioned officers and civilians. The CSM must maintain a comprehensive level of understanding of all organizations, procedures, ongoing missions and the relationships between all levels of officers and organizations. Performs the duties as defined in MNGR 600-8-20 as a member of the Senior Enlisted Management Board and notifies the Commander on all discussions and represents the concerns and issues within his command that are the result of board actions. Participate on boards and committees, Legislative Working Group, and Training and Resourcing Conference, MWR boards/WGs Memorialization board CR2C, and others as directed by the Garrison Commander. As a member of the CRTC Command Team the CSM plays a key role in adding value to the community by participating in the Citizens committee and Beyond the Yellow Ribbon networks as well as countless community briefings and specialized events. Represent CRTC and the MNARNG in various political and senior military leader events. Analyze CRTC resources, services and processes to include inputs from tenant and transient elements and recommend/change resources, services and processes to improve the training experience at CRTC. Standard bearer of policies and procedures on CRTC.

LENGTH OF TOUR: 2-YEAR AGR/OTOT(One-Time Occasional Tour). **For Service Members applying for the OTOT position, the tour length will not exceed 2-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.

Additional Information:

1. OTOT will not exceed two years
2. Soldiers serving on an OTOT remain eligible to apply and compete for career AGR positions advertised to current military members. They are not eligible to compete for positions advertised to 'current, on board AGR' Soldiers. If selected for a career AGR position, the OTOT orders will be amended to end, and an initial three year AGR tour order will be produced for the Soldier. Time served as an OTOT will not count as part of the initial AGR tour used in the career AGR Program
3. Consecutive OTOTs are not authorized
4. Soldiers must not reach 18 years of active service as a result of the OTOT

5. Soldier must not qualify for separation pay as a result of the OTOT order
Former AGR Soldiers released from AGR service due to board action are not eligible to enter into an OTOT

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 **"26-027 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **26-027 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/OTOT Vacancy Announcement, ARNG 26-027, Garrison Command Sergeant Major

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 ☐ Fail8. 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 ****