



MINNESOTA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGMN-PEH-A)
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Saint Paul, MN 55101
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MERIT
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
ARNG 26-056

OPENING DATE: 7 January 2026

CLOSING DATE: 17 January 2026

RANK/GRADE: SSG/E-6

POSITION TITLE: Medical Management NCO

MOS/AOC/BRANCH: 68W

DUTY LOCATION: MN MEDICAL DETACHMENT, COTTAGE GROVE, MN 55016

SELECTING OFFICIAL: MAJ Diana Rommelfanger-Konkol

WHO MAY APPLY: Current members of the MNARNG serving on AGR, or current Permanent Technician, in the rank of SSG/E-6. Must have or be able to obtain 68W MOS. 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: Responsible for tracking medical readiness and identifying medical trends within the MN Medical Detachment (MED-DET). Coordinates medical and dental events, tracks and assists Soldiers with Periodic Health Assessment (PHA) completion as well as all other MED-DET clinical operations. Schedules and manages specialty accession and retirement physicals. Administratively supports the MED-DET Behavioral Health and Case Management teams and manages the MNARNG's Incapacitation Pay program board proceedings and actions. Executes medical systems access and Service Treatment Record (STR) requests for the state as well as MED-DET Defense Travel System (DTS) requirements, Automated Time Attendance and Production System (ATAAPS) approvals, and Government Purchase Card (GPC) transactions and billing management. Tracks and processes all MED-DET officer actions. Serves as MED-DET's Knowledge Manager (KM) and Information Management Officer (IMO). 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 “**26-056 Last Name**”. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **26-056 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://ngmnppublic.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 26-056, Medical Readiness NCO

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:

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, save and use the proper naming convention for your combined document.

Or you can,

- Open your first PDF
- Select “Add, delete, or go to a specific page using thumbnail images” button on the right side tool bar
- Then click “Insert pages”
- Proceed to add the documents you want to include in your application submission. It is best to add the required documents in order.
- At this point, save and 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 ****