



**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 26-087**

**OPENING DATE:** 18 February 2026

**CLOSING DATE:** 25 February 2026

**RANK/GRADE:** SPC/E-4 to SSG/E-6

**POSITION TITLE:** Recruiting & Retention NCO

**MOS/AOC/BRANCH:** 00F

**DUTY LOCATION:** MN Recruiting & Retention Battalion, Sauk Centre, MN

**SELECTING OFFICIAL:** MAJ Rebecca Moenkhaus

**WHO MAY APPLY:** Current members of the MN ARNG, in the rank of SPC/E-4 to SSG/E-6.

**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:** The Recruiting and Retention NCO (RRNCO) is responsible for all three tenets of the Strength Maintenance Program; (Recruiting, Attrition Management, and Retention). The RRNCO is a critical part of the Strength Maintenance Program and is essential to maintaining the strength and relevance of the ARNG. Assist commander/1SG in developing, conducting, evaluating, and maintaining effective Strength Maintenance (SM) programs to include unit attrition/retention, Unit Sponsorship Program, Family Support groups and Employer Support of the Guard and Reserve (ESGR) program. Maintain compliance with regulations, policies, procedures, and state/unit guidance. Establish and maintain contacts and recruiting programs in designated recruiting area. Conduct telephone prospecting, area canvassing and other lead-generating activities. Establish and maintain contact with local media. Interview and pre-qualify prospects, to ensure current basic enlistment eligibility criteria are met prior to administration of Armed Services Vocational Aptitude Battery (ASVAB) test. Provide transportation of applicants to Military Entrance Processing Stations (MEPS) and the Military Examination Test Sites (METS). Prepare, complete, and submit complete enlistment packets prior to transporting applicants to MEPS to include waivers, if applicable. Develop and maintain a good working relationship with unit leaders and full-time support personnel. Prepare, conduct, and evaluate SM: training seminars, workshops, for assigned units. Determine basic eligibility for extension/immediate re-enlistment. Maintain contact with unit members to determine needs and assist with resolving problems/concerns related to the unit and the ARNG. Works under the supervision of the Area NCOIC. Day-to-day work is performed without constant supervision consistent with established policies and mission priorities. Work is subject to review for acceptability and adherence to instructions and regulations. Must be qualified in DMOS or become qualified within the period prescribed in NGR 600-5. Also, must have excellent speaking ability and presentation skills with knowledge of the organization and mission of the ARNG

**LENGTH OF TOUR: 1 YEAR –** One-Time Occasional Tour. May be extended upon successful completion of initial tour to a maximum duration of three years.

**Additional Information:**

1. OTOT will not exceed three 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. Soldiers must not qualify for separation pay as a result of the OTOT order
6. 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](mailto:ng.mn.mnarng.mbx.assets-hro@army.mil) PDF Name and subject line must read **"26-087 Last Name"**. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example – **26-087 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 4 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.

## **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 position requires individual compliance with Suitability as outlined in the current Suitability Screening and Compliance Requirements Strength Management Operational Message (SMOM). We will conduct a search in MNSIC, OMPF, NSOPW
  - a. Personnel identified with Type I offense are NOT eligible for hire or waiver. Offenses that result in a civilian or military criminal conviction or a finding of guilty in a field grade Article 15, UCMJ proceedings are automatic disqualifiers for appointment to, or retention in, a designated position. These offenses have no expiration, and the disqualification may not be appealed. Offenses include sexual assault, domestic violence. (See Suitability Screening and Compliance SMOM)
  - b. Personnel identified with Type II offense are subject to hire depending on waiver determination/approval. Offenses meeting the definition of adverse information will also result in automatic disqualification for appointment to, or retention in, a designated position and are limited to those that occurred during the Soldier's military career (including Sister Services). A Type II offense may be appealed. All appeals are final. (Offenses include Sexual harassment, fraternization, wrongful use possession, distribution, importation, or exportation of a controlled substance, alcohol abuse as defined in 5 CFR 731.202 (b)(5). See Suitability Screening and Compliance SMOM)
  - c. Personnel identified with a Type III offense are subject to hire depending on waiver determination/approval. Offenses meeting the definition of adverse information and committed within 5 years of the date of a Soldier's nomination, may be disqualifying for appointment to, or retention in, a designated position. An approval authority may favorably adjudicate a Type III offense. A Type III offense may be appealed. All appeals are final. Offenses include theft, burglary, assault in last 5 years, relief for cause NCOER within last 5 years. (See Suitability SMOM)
  - d. Administrative Reports. While not Type I or Type II offenses, the following preclude initial appointment. Flagged, barred from re-enlistment, or coded with any administrative information indicating legal investigation is underway until flag, bar or code is removed. Pending Medical Evaluation Board, Physical Evaluation Board, or MOS Administrative Retention Review Process unless found fit for duty. Currently revoked, denied or suspended security clearance or failed to obtain or maintain a favorable NACLC or Tier 3 or higher investigation. (See Suitability SMOM)
- 8) Must possess a valid civilian driver's license
- 9) Must not have filed for bankruptcy within the last 3 years. (Deems security clearance invalid)
- 10) Must possess an approved Family Care Plan.
- 11) 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 Open OTOT Vacancy Announcement, ARNG 26-087, Recruiting & Retention 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:

<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 AFT/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](mailto: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**

-Please do not use PDF Portfolio

-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 \*\***