

Applications are now being accepted for the following AGR program Full-Time National Guard Duty (FTNGD) tour under provisions of section 502(f), Title 32, United States Code. Questions concerning this notice may be directed to NGND-DHR-AGR-S at (701)333-3369 or DSN 373-3369.

Announcement: AGR-24-28-OTS
MOS/AOC: 91B30
Position Title: Training NCO
Para/Lin: 102/03
IPPS-A Position Number: 00084336
Maximum Grade: E-6 / SSG
Duty Location: 3662 SMC, Devils Lake, ND
Selecting Supervisor: MAJ Justin Huber, OIC, 131 Military Police BN, Bismarck, ND

AREA OF CONSIDERATION: Current North Dakota Army National Guard Soldiers in the grades of E-5 thru E-7. E-5's not on a current EPS list may be considered and/or selected but will NOT be promoted until list status is achieved at next scheduled board (no special board authorized). E-7's must be willing to take an administrative reduction to E-6.

MOS REQUIREMENTS: Currently hold or be able to meet the physical demands and qualifications for initial award of 91B MOS. Physical demands rating of Moderate (Gold), Physical profile of 222222; Normal Color vision; Minimum score of 87 in aptitude area GT; Secret security clearance. Must possess finger dexterity in both hands and not have allergies to refrigerant gasses or petroleum products.

LENGTH OF TOUR: Initial tour will be for a period of three years. Members successfully completing the initial tour will be afforded priority for tour extension. Extension beyond the initial tour is contingent upon recommendation from the Full Time Chain of Command or possible Tour Continuation Board with final approval by the Adjutant General.

INSTRUCTIONS FOR APPLYING: Applicants must forward the documents listed below to arrive in the Human Resource Office (HRO) no later than **1600 hours** on the closing date indicated above. Documents must be scanned in the order as listed below, encrypted and emailed to ng.nd.ndarnq.list.j1-agrm@army.mil Subject line of the email must include the announcement number and the applicant's name. Contact (701)333-3369 with questions and/or to ensure receipt of your packet.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- **Resume:** required.
- **Individual Training Record: printout from ATMS (DTMS); showing a record ACFT and HT/WT within the last 6 months (PPOM 22-023).**
- **Individual Medical Readiness:** PHA date must be within the last 12 months, HIV must be within 24 months.
- **NCOERs/Letter of recommendation:** Include three most recent NCOER's. A letter of recommendation must be submitted on Soldiers who do not have an NCOER. For Soldiers that have NCOER's, letters of recommendation are optional.
- **Enlisted Record Brief (ERB):** Must be the **Selection Board Record Brief** (must not include DA photo, race, gender or ethnic information).
- **NGB Form 23A:** Current Annual Statement.
- **College Transcripts (if applicable):** Legible copies only.

Training NCO

1. **INTRODUCTION:** This position is located within a Company in the Army National Guard under the AGR program. This purpose of this position is to provide Company level supply support and assistance for Company and subordinate units and accomplishing Company plans and programs to attain logistical and mobilization readiness objectives.
2. **DUTIES AND RESPONSIBILITIES:**
 - Responsible for ensuring successful accomplishment of those tasks which support the unit's training programs and objectives.
 - Drafts training schedules for approval and other memoranda which comply with directives and publications of higher headquarters.
 - Maintains the unit training library. Ensures that current publications are on hand or requisitioned.
 - Establishes and maintains Training Aids Support Center account. Maintains unit training extension course tapes, Unit TEC training center and related audiovisual equipment. Prepares and submits requisitions for training aids, films, and other material to support unit training. Picks up, delivers and returns training material, as appropriate.
 - Prepares and submits requests for training areas and ranges. Coordinates with appropriate section requests for vehicles and equipment, as required.
 - Responsible for maintenance of units mobilization plans/files. Continuously reviews mobilization regulations and directives. Advises the commander on mobilization and readiness requirements.
 - Maintains unit MOS qualification/training program IAW higher headquarters circulars and directives. Provides advice and assistance to first line supervisors for implementation and conduct of SOJT programs. Advises unit personnel on military education requirements. Prepares applications for Army Service Schools and Army Extension Courses. Monitors the maintenance of unit training records.
 - Attends all UTA's, RMA's and AT periods. Provides assistance and guidance in the preparation for and successful accomplishment of unit training. Travels to training sites in advance of unit to draw training areas, ranges, and required training equipment.
 - Serves as ammunition manager for the unit. Coordinates ammunition requirements through the ammunition manager at higher headquarters.
 - Responsible for the DTMS program in the unit. Requests assistance and support from higher headquarters. Conducts sustainment training as required.
 - Prepares and disseminates unit OPLANS/OPORDS.
 - Prepares and submits unit status reports or feeder reports, MOSQ status reports, and other training related reports required by higher headquarters.
 - Maintains/updates Mission Essential Task List for the unit.
 - Responsible for the development of the unit's tactical/field SOP based on capstone requirements.
 - Responsible for monitoring the unit's RMA program.
 - Responsible for entering DTS authorizations and ensuring travel vouchers are completed in a timely manner.
 - Must be knowledgeable and be able to advise unit personnel in NCOES and officer professional training requirements.
 - Prepares training charts, schematics, and graphs as required.
 - Coordinates training and testing of unit personnel with the Test Control Officer as required.
 - May be required to attend special schools and/or conferences which support higher headquarters training programs/objectives.
 - Performs other duties as assigned.

- 3. SUPERVISORY CONTROLS:** Works under the general supervision of the unit commander and higher headquarter FTUS. Receives technical guidance from supervisory personnel at higher headquarters. Accomplishes daily requirements independently in accordance with established policies and procedures. Performance is evaluated on accomplishment of established objectives.
- 4. AGR PROGRAM INITIAL ENTRY REQUIREMENTS:** Applicants must meet the following requirements:
 - 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. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60 prior to accession.
 - Human Immune Deficiency Virus (HIV) testing for all Soldiers will be completed within 24 months prior to initial entry.
 - Drug screening will be accomplished within 15 days within initial entry.
 - All AGR Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
 - Enlisted Soldiers must meet reenlistment or extension standards in NGR 600-200, chapter 7.
 - Must have at least 3 years remaining on their current enlistment on the first day of their initial AGR tour.
 - Must have completed initial entry training before submitting an application for the AGR vacancy.
 - Must meet ACFT and weight control standards per FM7-22 and AR 600-9 prior to initial entry.
 - Must be able to serve at least 3 years on FTNGD status prior to completing 18 years of Active Federal Service (AFS) and/or the date of mandatory removal from an active status based on age or service.
 - Must possess the grade equal to, or below, that authorized for the AGR duty position and have the potential to become qualified in the specialty authorized for the AGR duty position within 12 months of the date of assignment.
 - Soldiers whose records are flagged are ineligible for entry into the AGR program until the flag is lifted.
 - Must possess or obtain a security clearance required by the position for which applying (NGR 604-10).
 - Selectees will be approved by the Adjutant General or his designated representative.
- 5. ADDITIONAL INFORMATION:**
 - Qualified in MOS or qualified within 12 months from date of assignment. Performs the duties prescribed therein in addition to the above.
 - Type a minimum of 25 words per minute.
 - Enlisted in a grade not to exceed that specified in the FTUS for the position in the unit of assignment.
 - Have a valid state vehicle operator's license and be able to be licensed to operate all military vehicles and equipment organic to the unit of assignment.
 - Meet current standards for enlistment in NDARNG.
 - All Soldiers, except Fulltime Retention Force at state level, are required to participate with their units of assignment during inactive duty training (IDT) periods and annual training (AT), to include deployments, special projects, and exercises.
 - AGR personnel are subject to the system of military justice prescribed by the laws of the State of North Dakota.
 - All AGR personnel are rated using the OER/NCOER system.
 - Acceptance of any AGR position in the NDARNG constitutes concurrence with the requirement to wear the military uniform while performing duty.
 - Promotion consideration in the AGR program is described in the ND Enlisted Promotion System (EPS) SOP. AGR Soldiers must graduate from Active Component or TASS configured courses.

- Acceptance of Active Guard Reserve (AGR) position may cause termination from Selected Reserve Incentive Program (SRIP). Acceptance of an AGR position may result in termination of the Student Loan Repayment Program (SLRP). Incentives will be reviewed and discussed during AGR in-processing with the Incentives Manager.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for this position irrespective of race, color, religion, age, national origin, sex, political affiliation, or marital status. Questions, contact (701) 333-3293.

You, the applicant, are responsible for the completion and turn-in of your application, all contents, and attachments. The HRO is not responsible to inform you that your packet is incomplete. However, the Human Resource Office is available during normal working hours to review your application. Call (701) 333-3369 to ensure receipt of your application and/or ask questions. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

Applications on non-selected applicants will not be returned and will not be transferred to another vacancy file. A new application must be submitted for each vacancy.

APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED WILL NOT BE CONSIDERED AND NOT RETURNED.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.