

## **APPLYING FOR LATERAL AGR POSITIONS**

**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@mail.mil](mailto:ng.nd.ndarnq.list.j1-agrm@mail.mil) Subject line of the email must include the announcement number and the applicant's name. Contact SFC Sperle with questions and/or to ensure receipt of your packet (701)333-3369.

- **Letter of interest:** Describe your background and your experience(s) related to the position. (2 page max) Must be line endorsed by your immediate supervisor and your Chain of Command. A memorandum of non-concurrence by anyone in your Chain of Command and supporting documentation is required, if applicable. It is the responsibility of the applicant to obtain Chain of Command concurrence prior to the closing date.
- **Individual Training Record:** printout from ATMS(DTMS); must show successful completion of APFT and HT/WT within the past **6 months**.
- **NCOERs:** Include three most recent - A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER (or not having an NCOER within the past 12 months).
- **MEDPROS Individual Medical Readiness (IMR):** PHA date must be within the last 12 months, HIV must be within 24 months.
- **ERB:** Must include ASVAB scores.
- **Exceptions to policy (if applicable):** If an exception to the stabilization policy is requested, it must be approved by your Chain of Command and ACoS and SCSM The approved waiver must accompany your application packet.