

APPLICANT GUIDE FOR SUBMITTING APPLICATIONS FOR NORTH DAKOTA ANG AGR POSITIONS:

Applications must be submitted to the Human Resource Office (HRO) org box NLT midnight on the closing date identified in the announcement. Email is the only acceptable form of receiving the application (DO NOT USE WEBMAIL) and the email must be encrypted. You will be notified if your application does not move forward to the Selecting Official. Subject Line should include the Announcement Number.

119th Wing HRO Org Box: 119.WG.HRO.ORG@US.AF.MIL

You may contact MSgt Jennifer Johns with questions and/or to ensure receipt of your packet via commercial phone at 701-451-2267.

If you do not submit the required documents from the correct sites, your application will not be forwarded to the Selecting Official. Required documents (and location) are listed below.

- ✓ NGB Form 34-1, [Application For Active Guard/Reserve \(AGR\) Position](#): completed & signed
- ✓ Report of Individual Person (RIP) from vMPF
- ✓ MyFitness Individual Fitness Tracker from [myFITNESS](#) within the past 12 months (must show history)

You may include additional documentation that you feel is necessary (examples: certificates, diplomas, letters of recommendation, evaluation, etc.)

Once the vacancy has closed, no further amendments/attachments may be added to the application. The HRO will not inform you if your application is incomplete. The applicant is solely responsible for the completion and submission of your application, all contents, and attachments. Additionally, failure to sign or attach required documentation specified in the announcement will result in disqualification.

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.

Happy Hooligans