

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-24-27-OTS**  
**MOS/AOC:** **91X40**  
**Para/Lin:** **112/02**  
**IPPS-A Position Number:** **03097870**  
**Position Title:** **Readiness NCO**  
**Maximum Grade:** **E-7 / SFC**  
**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-6 thru E-8. E-6'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-8's must be willing to take an administrative reduction to E-7.

**MOS REQUIREMENTS** Currently hold the 91X MOS or be able to meet the physical demands and qualifications and obtain a waiver for initial award of feeder MOS (91B, 91C, 91D, 91E, 91F, 91H or 91L). Please reference DA PAM 611-21 (MOS Smartbook) to validate your eligibility for the physical demands and qualifying ASVAB Scores for the feeder MOSs if you do not currently hold the 91X MOS.

**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.ndarnng.list.j1-agrm@army.mil](mailto:ng.nd.ndarnng.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 passing score on the last record ACFT; and meeting HT/WT within the past 6 months.**
- **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.

### Readiness NCO

**1. INTRODUCTION:** This position is located in Company/Detachment size units of the Army National Guard. The purpose is to provide supervisory manpower to enhance the readiness status of units. Readiness encompasses training, mobilization planning, supply, maintenance, and pay and personnel functions relating to the welfare of the soldiers and mission capability. The Readiness NCO will be involved in the day-to-day conduct and supervision of these functions and act as the commander's representative and spokesman in the daily operation of the unit to ensure the highest readiness status of the unit.

**2. DUTIES AND RESPONSIBILITIES:** Responsible for supervising the successful accomplishment of the commander's mobilization readiness objectives. Anticipates and recommends solutions for needs of the unit in all aspects of mobilization readiness. Duties include:

- Advises the command on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates and maintains comprehensive mobilization plans including preparation of units COMPASS and AUDEL reports, vehicle load plans, unit movement plans, convoy clearance requests, preparation of the Annual Post Mobilization Training Support Report, the unit Alert Roster, and the unit Home Station Activities list and ensuring that the unit is POM/POR qualified. Reviews and implements mobilization directives and regulations. Obtains all required data for the unit status report and assists the commander in preparing readiness reports as prescribed in AR 220-1. Monitors the Equipment on Hand (EOH) and the Equipment Readiness (ER) status of the unit and keeps the commander informed on these issues.
- The Readiness NCO supervises the duties performed by the unit's full time logistics personnel. These include the duties of the unit supply NCO in maintaining property accountability, ensuring all required equipment is on hand or on valid requisition, scheduling all required inventories, audits and reconciliations, and the maintenance of Combat Parts Loads (CPL) if maintained at unit level. Coordinated maintenance support activities, and the integration of maintenance training with the supporting OMS shop chief(s). He/She also recommends, to the commander, courses of action to correct deficiencies in achieving maintenance standards and ensures the accountability and adequacy of CPLs, if maintained at OMS level. Must be proficient in unit level logistics procedures and policies.
- Supervises the drafting of training schedules for approval which comply with command guidance and directives and the publications of higher headquarters. Supervises the maintenance of the unit training library, unit training extension course (TEC) tapes, and TEC center, and related training equipment and aids. Establishes a direct line of communication with training and mobilization actions personnel at higher headquarters.
- Supervises the development and monitoring of a comprehensive MOS qualification training program. Advises and assists the unit NCOs in implementation and conduct of supervised on-the-job training (SOJT) programs IAW NGR 351-1. Advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers for them. Supervises the maintenance of records for the above programs, monitors the progress of officer and enlisted personnel, and ensures that qualification information is provided to the personnel section for personnel records updating.
- Attends all unit training assemblies, additional training assemblies, and annual training periods. Provides assistance and guidance in the preparation for an execution of unit training and other mobilization readiness related activities. Ensures that preparatory visits are conducted as necessary to training sites to ensure availability of such sites and to procure training areas, ranges, training equipment, and other facilities required by the unit.
- Responsible for supervising the implementation and accomplishment of the Individual Training and Evaluation Program (to include SDT) as prescribed in AR 250-37, and of the Army Training Management System (ATMS) at company/detachment level. Responsible for supervising the control of

materials, publications, and soldier's manual. Furthermore, responsible for monitoring individual training records and keeping the commander informed on the individual training status of the unit personnel.

- Supervises the overall operation of the full-time unit support staff. Responsible for enduring that the commander's concept of operations for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel.
- The Readiness NCO should be integrated into the rating scheme of subordinate full-time personnel.
- Works directly with the commander in monitoring the recruiting and retention activities of the unit. Is directly involved in the maintenance of strength and personnel readiness issues of the unit to include employer support and family programs.
- Responsible for the overall supervision of all pay, personnel, and administrative activities of full-time personnel in caring for the welfare of unit soldiers. Establishes procedures to be followed in the resolution of all personnel related matters and supervises those procedures until eventual solution. Establishes a direct line of communication with pay, administrative, and supply action personnel in higher headquarters. Establishes and maintains personal proficiency in all supply, financial, and personnel procedures.
- 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 FM 7-22 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.**