APPLYING FOR OFF THE STREET 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.ndarng.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.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- **Resume:** Detailed
- **Individual Training Record:** printout from ATMS(DTMS); must show successful completion of APFT and HT/WT within the past ==6 months==.
- **MEDPROS Individual Medical Readiness (IMR):** PHA date must be within the last 12 months, HIV must be within 24 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==).
- **Enlisted Record Brief (ERB):** Must include ASVAB scores.
- **NGB Form 23A:** Current Annual Statement
- **College Transcripts (if applicable):** Legible copies only.
- **Exceptions to policy (if applicable):** If an exception to the stabilization policy is requested, it must be approved by your Chain of Command, ACoS and SCSM. The approved waiver must accompany application packet.

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.

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. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.