



Army Guard Reserve

Off the Street Announcement

AGR 27-08

Open 16 OCT 2026

Close: 30 OCT 2026

Applications are now being accepted for the following Active Guard Reserve (AGR) tour under the provisions of Section 502(f), Title 32, United States Code.

Questions may be directed to the NDARNG Staffing NCO at (701) 791-3700 or DSN 791-3700.

Position Title	Human Resources NCO
Maximum Grade	E-5
MOS	14P2O
Unit	HHB 1-188 th ADA
Duty Location	Grand Forks, ND
Selecting Supervisor	MAJ Eric Edwardson, 1-188 th ADA OIC

Position Description

The Human Resources NCO serves as a key member of the Battalion S1 section and is responsible for executing, coordinating, and overseeing personnel and administrative support across all subordinate units. This position ensures compliance with regulatory requirements, supports Soldier readiness, and maintains accurate, timely personnel records and actions for the battalion.

Area of Consideration

This position is now open to all members of the North Dakota Army National Guard that meet the below eligibility requirements in the grades E-4 through E-6. E-4's selected will not be promoted until they obtain AGR EPS list status. E-6's selected must take an administrative reduction prior to starting orders.

Length of Tour

The initial tour will be for a period of three years. Soldiers successfully completing the initial tour will be afforded the opportunity for tour extension. Extension beyond the initial tour is contingent upon recommendation from the Full-Time Chain of Command (FTUS) or possible Tour Continuation Board with final approval by the Adjutant General.

MOS Requirements

Physical demands and qualifications for initial award of MOS:

- Physical Profile 111121
- Minimum score of 87 in aptitude area OF on the ASVAB
- Minimum height of 64 inches
- Distance vision correctable to 20/20 without multi-focal lenses
- Normal color vision



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Application Requirements

Applicants must ensure all required documents are received by the Human Resource Office (HRO) no later than 1600 on the closing date.

Email applications to ng.nd.ndarng.list.j1-agrm@army.mil

Subject line: Announcement Number Applicant's Name (AGR 27-0x First Name Last Name)

All applications must include the following:

- NGB Form 34-1: Filled out and complete with signature and date
- Résumé: Submit a civilian-style résumé (about 1–2 pages). A federal USA Staffing résumé is not required
- NCOERs / Letters of Recommendation (LoR): Include your three most recent NCOERs. Soldiers who do not have NCOERs must submit a LoR. Soldiers with NCOERs, LoR are optional

Eligibility Criteria

To qualify for initial entry, applicants must meet initial eligibility requirements IAW AR 135-18, Table 2-1 and NGR 600-5.

- Record Physical Fitness Tests are an annual requirement for M-day Soldiers and a bi-annual requirement for AGR Soldiers (no less than 4 months in between record tests). Applicants selected for AGR must have a passing record AFT within 6 months of application.
- All applicants must be screened for Waist-to-Height Ratio (WHtR) within six months of application. Those not in compliance with AR 600-9, The Army Body Composition Program and Army Directive 2026-13 (Army Body Composition Program and Standards) will not be considered.
- Before being accessed into the AGR program, Soldiers must reflect a current, within 12 months, favorable PHA IAW Chapter 3, AR 40-501. Soldiers must be confirmed worldwide deployable (to include austere environments) with no limitations on duty. Applicants must not be MRC3 or MRC4 or on a temporary profile, with the exception of those applicants who are on a pregnancy/postpartum profile.
- Applicants must possess a valid national agency check with local records and credit check and have a favorable background screening prior to entry into the AGR program and security clearance required for the grade. In addition, if selected for Positions of Significant Trust and Authority (POSTA), applicants must receive favorable completion of multi-agency background screening IAW ALARACT 188/2014 and HQDA EXORD 19314.
- Applicants must not have been previously separated for cause from active duty or a previous Reserve Component AGR tour.
- Applicants who are flagged, or should be flagged, for any reason will not be considered for AGR tours.
- Official start date for this position will be determined by the needs of the organization.

Duties and Responsibilities

Below is a brief description of the duties and responsibilities of the position.



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- Prepare and process military and administrative correspondence for the Battalion S1. Ensure documents adhere to proper formatting standards and regulatory guidance. Review, proofread, and finalize products for signature and distribution.
- Manage and execute battalion-level personnel actions including enlisted and officer personnel transactions, accessions, separations, promotions, reductions, MOS actions, transfers, evaluations, security clearance requests, LOD investigations, and school applications.
- Provide technical guidance and support to company-level administrative personnel. Review submitted transactions for accuracy and regulatory compliance, track suspense items, and ensure timely submission to higher headquarters.
- Maintain oversight of Military Personnel Records at the battalion level, including quality control of documents uploaded to iPERMS. Ensure proper documentation and processing for sensitive personnel cases such as fraudulent enlistments, non-selection for retention, adverse actions, and other administrative matters.
- Ensure the accuracy of personnel data in automated personnel systems including IPPS-A and other required databases. Maintain readiness rosters and support strength management at the battalion level.
- Manage and maintain administrative forms, records, and office supplies needed for the S1 section. Coordinate procurement and sustainment of required materials.
- Operate standard office equipment and HR systems to support daily administrative functions.
- Attend MUTAs, AT, RMAs, HR professional training, conferences, and required courses to sustain proficiency and support personnel program implementation at the battalion level.
- Provide training, written guidance, and procedural updates to subordinate unit administrative personnel regarding new policies, systems, and personnel program changes.
- Perform additional duties as assigned to support battalion-level human resources operations and overall mission readiness.

The NDARNG is an Equal Opportunity (EO) employer. All qualified applicants will receive consideration for this position regardless of race, color, religion, age, national origin, sex, political affiliation, or marital status. For EO questions, contact the NDNG EO representative at (701) 791-3668.