

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) 791-3705 or DSN 791-3705.

**Announcement:** **AGR-26-34-OTS**  
**MOS/AOC:** **12B, 12C, 12H, 12K, 12N, 12R, 12T, 12W**  
**Position Title:** **Instructor Development Program Lead**  
**Para/Lin:** **TBD upon selection**  
**IPPS-A Position Number:** **TBD upon selection**  
**Maximum Grade:** **E7**  
**Duty Location:** **Regional Training Institute (RTI), Devils Lake**  
**Selecting Supervisor:** **MAJ Brett Nelson, OIC 164<sup>th</sup> Regiment RTI, Devils Lake**

**AREA OF CONSIDERATION:** Current North Dakota Army National Guard Soldiers in the grades of E5 through E7 who have held one of the following MOSs for at least 12 months: 12B, 12C, 12H, 12K, 12N, 12R, 12T, 12W.

**ADDITIONAL REQUIREMENTS:** Must be able to complete the required Common Faculty Development Instructor Course (CFD-IC), communicate clearly, and meet all instructor qualification requirements in accordance with Army training regulations

**LENGTH OF TOUR:** This is a One Time Occasional Tour (OTOT) that will start at the earliest convenience of the selecting supervisor/applicant and end on 30 September 2027.

**INSTRUCTIONS FOR APPLYING:** Applicants must forward the documents listed below to arrive at 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.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- **Resume:** required.
- **Physical Readiness:** from ATIS Training Profile
  - Print to PDF main page of the Job Data Book ([atmc.atis.army.mil/training/djb](http://atmc.atis.army.mil/training/djb))
  - Must have a passing Height/Weight conducted within the last 6 months.
  - Must have a valid passing AFT within 6 months at the time of application.
- **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 NCOERs. A letter of recommendation must be submitted on Soldiers who do not have an NCOER. For Soldiers that have NCOERs, letters of recommendation are optional.
- **DA Form 5016:** Current Annual Statement from IPPSA

### **Instructor Development Program Lead**

1. **INTRODUCTION:** This position is in the 164<sup>th</sup> Regional Training Institute (RTI). The purpose of this position is to serve as the Instructor Development Lead for the RTI.
2. **DUTIES AND RESPONSIBILITIES:** Duties include:
  - Refining of course training schedules with S-3 before the start of class.
  - Classroom set up before the start of class and facilitates appropriate paperwork turn in at the end of class.

- Present for all class formations.
- Supervising all class/platoon movements.
- Proper and safe training on all equipment assigned to the course.
- Reporting deficiencies on equipment used during training via DA Form 5988-E/DA Form 2404.
- Safety in classroom and on training areas will include review and implementation of controls found in the DA Form 2977 Deliberate Risk Assessment Worksheet for all training events.
- Administer written and performance tests for the course IAW 164 RTI test control procedures. All Instructors will review Chapter 8-Test Control of this SOP quarterly and sign and date the quarterly review roster. Instructors will be observed and evaluated on their conduct of testing annually.
- Make comments on the DA Form 1059 and notify the S-1 once complete for review. DA Form 1059 comments can be completed up to three days prior to graduation, and the S-1 can assist the instructor with any questions.
- Maintain and demonstrate a working knowledge of ATP 7-22.01, TC 3.21-5, and AR 670-1.
- Be familiar with the 164 RTI SOP.
- Be prepared for and conduct class presentations IAW with the CMP, POI, TSP, and guidelines set forth in this SOP.
- Ensure all training aids and resources are serviceable and available for hands-on-training as required by the POI.
- Teach or supervise students in proper maintenance procedures, to include maintenance records.
- Dispatch equipment to be used in class on two weeks extended dispatch or as needed.
- Turn in completed DA Form 5988-E/DA Form 2404 to the motor sergeant when equipment is no longer needed, or repairs/services are necessary.
- Enforce all sexual harassment and equal opportunity policies. Instructors will review and ensure the policies are posted on classroom bulletin boards.
- Conduct refresher/remedial training as required outside the academic duty day.
- Ensure that a visitor's table, including all documents, i.e., visitor binder, SOP, red book, OE briefing binder, a computer, and any student reference materials, are present at all training locations. At remote locations, a physical table is not required, but the documents must be available on the site.

**3. 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. 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
- Drug screening will be accomplished within 15 days within initial entry.
- All AGR Soldiers will sign the OTOT Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
- Enlisted Soldiers must meet re-enlistment or extension standards in NGR 600-200, chapter 7.
- Must have completed initial entry training before applying for the AGR vacancy.
- Must meet AFT 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.

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) 791-3668.

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

**Applications of 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 WILL NOT BE CONSIDERED AND NOT RETURNED.**

**REMEMBER TO KEEP A COPY OF YOUR APPLICATION.**