

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-26-35-OTS  
**MOS/AOC:** Immaterial  
**Position Title:** Assistant Operations NCO  
**Para/Lin:** TBD upon selection  
**IPPS-A Position Number:** TBD upon selection  
**Maximum Grade:** E6  
**Duty Location:** Camp Grafton Training Center (CGTC), Devils Lake  
**Selecting Supervisor:** COL Derek Kuntz, Commander CGTC, Devils Lake

**AREA OF CONSIDERATION:** Current North Dakota Army National Guard Soldiers in the grades of E5 through E6.

**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.ndarnq.list.j1-agrm@army.mil](mailto:ng.nd.ndarnq.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

### **Assistant Operations NCO**

1. **INTRODUCTION:** The purpose of this position is to assist the Operations Officer and Range Officer in planning, coordinating, and executing operational activities for CGTC.
2. **DUTIES AND RESPONSIBILITIES:** Duties include:
  - Schedule and coordinate training events with units and the RFMSS coordinator.
  - Schedule and conduct In-Progress Reviews (IPRs) with military and civilian customers.
    - Assign follow-up tasks based on IPR outcomes.
    - Distribute IPR notes to stakeholders.
  - Maintain the CGTC event tracker.
  - Serve as alternate for Budget and DTS functions.
  - Coordinate operational support for customers.

- Assist with range operations as needed, including:
  - Supporting Range Control during UAS events.
  - Performing target system repairs.
  - Managing and completing the Range Complex Master Plan.
- Support troop construction projects.
- Maintain a safe working environment by enforcing safety procedures and following risk management standards.
- Communicate effectively with team members, suppliers, and customers to support coordination across departments.
- Perform other duties as assigned.

- 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.**