

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) 791-3700 or DSN 791-3700.

Announcement: **AGR-26-46-OTS**
MOS/AOC: **15A / 15B / 67J**
Position Title: **Assistant Training Officer**
Para/Lin: **TBD**
IPPS-A Position Number: **TBD**
Maximum Grade: **O-2**
Duty Location: **HHC, 1-112th Aviation Battalion, Bismarck, ND**
Selecting Supervisor: **MAJ Ryan Nordstrom, OIC, HHC 1-112th Avn Bn, Bismarck, ND**

AREA OF CONSIDERATION: North Dakota Army National Guard Soldiers who are qualified Army Aviators holding MOS 15A, 15B, or 67J in the grades of O-1 through O-2. O-2 applicants must have a Date of Rank later than 30 OCT 22.

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 emailed to ng.nd.ndarng.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)
- 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 OER's. A letter of recommendation must be submitted on Soldiers who do not have an OER. For Soldiers that have OER's, letters of recommendation are optional.
- **DA Form 5016:** Current Annual Statement from IPPSA
- **College Transcripts (if applicable):** Legible copies only.

Assistant Training Officer

1. INTRODUCTION: This position is located at battalion level headquarters of the Army National Guard under the AGR program. The purpose of this position is to serve as the Assistant Battalion Training Officer. He or she will develop training plans and procedures for the command and provide staff planning and assistance to ensure that required training and readiness objectives are

achieved. Training activities at this level normally are concerned with training personnel in a wide variety of specializations including clerical, administrative technical and professional skills.

2. DUTIES AND RESPONSIBILITIES:

- Executes the commander's plans and programs to accomplish command objectives.
- Develops, oversees, and evaluates the command's overall training program.
- Manages annual and long-range training plans and issues implementing instructions to subordinate units.
- Establishes and manages a training evaluation program for subordinate units.
- Reviews evaluation reports to identify needed changes or improvements.
- Reviews training plans and schedules from subordinate units and recommends approval or revision as necessary.
- Provides guidance and assistance for scheduling and conducting training. Conducts special training courses as required.
- Monitors utilization of man-days and training funds.
- Provides information on available training courses and advises on eligibility requirements.
- Schedules and coordinates the use of training sites and facilities.
- Coordinates with staff elements to ensure needed equipment and supplies are available to support training.
- Oversees the procurement of training aids, manuals, and instructional materials.
- Assists the Ammunition Manager. Forecasts ammunition, demolitions, and pyrotechnics requirements to support training.
- Coordinates with external agencies (Training Brigades/Divisions) to conduct TAMs, STXs, and BCST simulations.
- Prepares readiness and mobilization plans and reports. Coordinates with the Power Projection Platform as required. Provides guidance to subordinate units on readiness reporting.
- Assists with the command's COMSEC program.
- May serve as the Test Control Officer. Ensures tests and test materials are requisitioned, received, secured, and properly administered.
- Monitors NBC readiness and ensures compliance with current directives and regulations.
- Monitors the command's MOS qualification program.
- Oversees the command's marksmanship program.
- Screens all applications for schools, correspondence courses, ADSW, and other training activities for accuracy and completeness.
- May serve as the command's Security Manager.
- Advises personnel on NCOES and officer professional development requirements.
- Performs other duties as assigned.

3. SUPERVISORY CONTROLS:

The incumbent is responsible for planning and organizing work, and for determining the methods and techniques needed to meet organizational goals. Authority is delegated to independently carry out assignments, including making necessary contacts and providing authoritative explanations of rules, regulations, and procedures. Work is reviewed to ensure compliance with instructions and policies, the soundness of decisions, and the overall achievement of 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. 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
- Drug screening will be accomplished within 15 days within initial entry.
- Enlisted Soldiers must meet reenlistment or extension standards in NGR 600-200, chapter 7.
- Must have completed initial entry training before submitting an application for the AGR vacancy.
- Must meet AFT and weight control standards per FM 7-1 and AR 600-9 prior to initial entry.
- 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.
- 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.

5. ADDITIONAL INFORMATION:

- 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) 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 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.

REMEMBER TO KEEP A COPY OF YOUR APPLICATION.