

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-26-47-OTS
MOS/AOC: Immaterial
Position Title: Rear Unit Representative
Para/Lin: TBD upon selection
IPPS-A Position Number: TBD upon selection
Maximum Grade: O3/CPT
Duty Location: Delta Co 1-112th Aviation Battalion, Fargo
Selecting Supervisor: MAJ Ryan Nordstrom, OIC HHC 1-112th Avn Bn, Bismarck

AREA OF CONSIDERATION: Current North Dakota Army National Guard members in the grades of E6 – E7 and O1 – O3.

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 no later than 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 and 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.
- **OERs/Letter of recommendation:** Include three most recent NCOER/OER's. A letter of recommendation must be submitted on Soldiers who do not have an NCOER/OER. For Soldiers that have NCOER/OERs, letters of recommendation are optional.
- **DA Form 5016:** Current Annual Statement from IPPSA

Rear Unit Representative

1. INTRODUCTION: This position is with Delta Company 1-112th Aviation Battalion located in Fargo, Nd.

2. DUTIES AND RESPONSIBILITIES: Duties include:

- Serves as the Commander's representative for all rear detachment operations during unit mobilization.
- Manages and synchronizes all rear-detachment training, ensuring compliance with unit, state, and federal readiness requirements.
- Develops, publishes, and updates short- and long-range training schedules.
- Coordinates training site reservations, resources, equipment, and instructor support for required training events.

- Oversees all supply operations for the rear detachment, including property accountability, hand receipts, turn-ins, and coordination with the Supply NCO.
- Manages administrative requirements including personnel actions, evaluations, orders, pay inquiries, and other HR tasks as needed.
- Ensures timely and accurate data input into all required online systems (DTMS, GCSS-Army, IPPS-A, GFEBs, TAMIS, etc.) required to support training, supply, and administrative functions.
- Maintains accountability of Soldiers assigned to the rear detachment, tracking statuses, schools, medical readiness, and duty requirements.
- Serves as the primary point of contact for coordination with the mobilized unit, higher headquarters, and supporting agencies.
- Prepares and submits required reports, including readiness tracking, training status, supply updates, and personnel metrics.
- Coordinates maintenance support requirements with the FMS or supporting maintenance activity as needed.
- Oversees the processing of school applications, ATRRS coordination, and required training reservations for rear detachment Soldiers.
- Ensures rear-detachment Soldiers meet individual readiness requirements, including medical, dental, AFT, and mandatory training.
- Responds to inquiries from higher headquarters or the mobilized unit regarding rear detachment status.
- Supports families and Soldiers with administrative questions and coordination when appropriate.
- Advises the Battalion OIC on issues impacting readiness, personnel, or logistical support of rear-detachment operations.
- Performs additional 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 to initial entry.
 - 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.
 - Must have at least 3 years remaining on their current enlistment on the first day of their AGR tour.
 - Must have completed initial entry training before submitting an application 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 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.