North Dakota Army National Guard
Vacancy Announcement
Off The Street
Open: 10 September 2026
Close: 23 September 2026

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 at (701) 791-3700 or DSN 791-3700.

Announcement:	**AGR-26-62-OTS**
MOS/AOC:	**14P2O**
Para/Lin:	**201 / 06**
IPPS-A Position Number:	**10067680**
Position Title:	**Administrative NCO**
Maximum Grade:	**E-5 / SGT**
Duty Location:	**A BTRY 1-188th ADA, Williston, ND**
Selecting Supervisor:	**MAJ Eric Edwardson, 1-188th ADA OIC**

AREA OF CONSIDERATION: North Dakota Army National Guard Soldiers in the grades of E-4 through E-6. E-4's not on a current EPS list may be considered and/or selected but will not be promoted until list status is achieved at next scheduled board (no special board authorized). E-6's must be willing to take an administrative reduction to E-5.

MOS REQUIREMENTS: Hold 14P MOS or be able to meet the physical demands and qualifications for initial award 14P MOS:
- Physical profile of 111121
- Minimum height of 64 inches
- Normal color vision
- Minimum score of 87 in aptitude area OF

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**
- **NCOERs/OERs/Letter of recommendation:** Include three most recent NCOERs, a letter of recommendation must be submitted for Soldiers who do not have an NCOER. For Soldiers that have NCOERs, letters of recommendation are optional.

Administrative NCO

INTRODUCTION: This position is in a unit headquarters of the Army National Guard under the AGR program. The purpose of this position is to provide typing, clerical, personnel and administrative support to the unit of assignment.

DUTIES AND RESPONSIBILITIES:
- Types of military and non-military correspondence in both draft and final copy. Prepares copy in proper format and in compliance with appropriate regulations, directives, policies, etc. Proofreads finished copy, corrects as necessary and assembles for review, signature, authentication or other disposition.
- Accomplishes a variety of military personnel transactions (e.g., appointments, enlistments, separations, promotions, reductions, MOS assignments, transfers, completion of officer and enlisted efficiency reports, reports of line of duty investigation, requests for security clearance, applications for attendance at schools, payroll actions, etc.).

- Provides guidance and assistance to personnel of the command who are concerned with completing the above transactions. Suspense and receive transactions from subordinate units, ensures compliance with regulation and procedures and that prerequisites are met or returned for correction. Initiates and completes transactions for personnel assigned to the headquarters.
- Occasionally assists other personnel in the maintenance of Military Personnel Records by filing, posting, and updating, and in the overall operation of the iPERMS System. Ensures that cases such as fraudulent enlistment and non-selection for retention are properly documented and processed. Ensures that all pertinent and required data on members of the command is coded into the automated personnel reporting system.
- Is familiar with the various forms, records and other material required in the production of assigned work; maintains appropriate stock levels of these materials; coordinates with appropriate individual to order/reorder materials.
- Has a working knowledge of standard office machines, e.g., typewriters, copy machines, calculators, etc.
- Attends all MUTAs, AT, RMAs, schools, seminars, etc. required and desired for job qualification, training and enhancement of job performance.
- May be required to attend special schools and/or conferences in support of new personnel programs, refresher training, and to provide oral and written letters of instruction to unit level administrative personnel.
- Performs other duties as assigned.

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. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60.
- 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 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 at least 3 years remaining on their current enlistment on the first day of their initial AGR tour.
- Must have completed initial entry training before applying for the AGR vacancy.
- Must meet AFT/CFT and weight control standards per AR 350-1 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 IAW AR 600-8-2 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.

ADDITIONAL INFORMATION:

- Qualified in MOS or qualified within 12 months from date of assignment. Performs the duties prescribed therein in addition to the above.
- 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.

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