North Dakota Army National Guard
Vacancy Announcement
One Time Occasional Tour (OTOT)
Open: 24 September 2026
Closes: 7 October 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-S at (701) 791-3705 or DSN 791-3705.

Announcement:	**AGR-26-66-OTS**
MOS/AOC:	**Immaterial**
Position Title:	**Mobilization Plans Specialist**
Para/Lin:	**TBD upon selection**
IPPS-A Position Number:	**TBD upon selection**
Maximum Grade:	**E7/SFC & O3/CPT**
Duty Location:	**JFHQ, G3, Bismarck**
Selecting Supervisor:	**LTC Lucas Klette, Director G3, Bismarck**

AREA OF CONSIDERATION: Current North Dakota Army National Guard Soldiers in the grades of E5 through E7 and O1 through 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 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.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/OERs, a letter of recommendation must be submitted for Soldiers who do not have an NCOER/OER. For Soldiers that have NCOERs/OERs, letters of recommendation are optional.

Mobilization Plans Specialist

1. **INTRODUCTION:** This position is located in Joint Force Headquarters of the Army National Guard under the AGR program. The purpose of this position is to serve as the G3 Mobilization Plans Specialist.

2. **DUTIES AND RESPONSIBILITIES:** Duties include:

- Mobilization Planning & Analysis:
  - Analyze war plan missions assigned to state units and evaluate their capability to meet mobilization and readiness requirements.
  - Develop, analyze, and update comprehensive mobilization plans from conception to completion, recommending changes as necessary based on evolving force structures and missions.
  - Analyze and implement directives from higher headquarters, such as the United States Forces Command (FORSCOM) Mobilization and Deployment Planning System (FORMDEPS), ensuring unit compliance.
  - Manage and track individual mobilized soldiers, including serving as the point of contact for Tour of Duty and other automated volunteer process programs.
- Coordination & Execution:
  - Coordinate with the Defense Movement Coordinator (DMC) for the movement of units from their home station to the mobilization station.

- Develop and formalize procedures for Soldier Readiness Processing (SRP) and Soldier Readiness Checks (SRC), and synchronize these events with other staff elements.
- Serve as the primary point of contact for the Reserve Component Automation System (RCAS) and manage deployment information systems.

- Communication & Reporting:
  - Represent the state at mobilization and deployment conferences held by the National Guard Bureau (NGB), US FORSCOM, and other Major Commands.
  - Prepare and conduct briefings, fact sheets, and workshops on mobilization preparedness for various units and stakeholders.
  - Maintain historical documentation and provide regular updates to senior leadership on mobilization activities.

3. **ADDITIONAL REQUIREMENTS:** The incumbent will analyze and apply administrative principles, policies, and practices. Must have experience that demonstrates the ability to identify and resolve problems and use office automation systems for tasks such as word processing, spreadsheets, and presentations. This position is subject to the Lautenberg Amendment, which disqualifies individuals convicted of a qualifying crime of domestic violence. Must have the ability to establish professional working relationships with coworkers and customers. May be required to work other than normal duty hours and travel occasionally.

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. 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 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.
   - Enlisted Soldiers must meet reenlistment 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 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.