

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-A at (701)333-3375 or DSN 373-3375.

Announcement: FTNGD-22-15
MOS/AOC: Immaterial
Position Title: Yellow Ribbon Reintegration Program (YRRP) Assistant
Para/Lin: N/A
IPPS-A Position Number: N/A
Maximum Grade: E-4 / SPC
Duty Location: Service Member Family Support, J1, JFHQ, Bismarck ND
Selecting Supervisor: LTC Ann Willoughby, State Family Program Director, Bismarck

AREA OF CONSIDERATION: This position is open to current members of the ND Army National Guard in the grades of E-4 and below that reside within commuting distance of the duty location. Selected member is expected to travel to events outside of the Bismarck area.

LENGTH OF TOUR: 01 May 2022 – 30 September 2022; positions are contingent upon receipt of federal funding.

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 scanned in the order as listed below, encrypted and emailed to ng.nd.ndarnq.list.j1-agrm@army.mil Subject line of the email must include the announcement number and the applicant's name. Contact (701)333-3375 with questions and/or to ensure receipt of your packet.

- **DA Form 1058:** (must be signed by the applicant, Commander & Records Custodian)
- **Resume:** detailed
- **Initial Counseling Form:** (must be signed by the applicant and a unit representative)
- **Individual Training Record:** printout from ATMS (DTMS). Meet HT/WT standards within the past 12 months. Must show a passing APFT. Soldiers that do NOT have an APFT, must submit a memorandum stating the reason why (ie: conducted ACFT during BCT/AIT)
- **Individual Medical Readiness (IMR):** (printed from MEDPROS)(PHA within 12 months; HIV within 24 months)
- **NGB Form 23A:** (printout from RCAS)
- **Technician Supervisor Approval Form:** (only applicable if applicant is a Technician)

YRRP Assistant

1. DUTIES AND RESPONSIBILITIES:

- Working with the Yellow Ribbon Reintegration Program Coordinator to help facilitate YR events encompassing all aspects of event activities.
- Supporting additional Family Programs activities on an as-needed basis, activities will not interfere with the duties provided by the YRRP Coordinator.
- Must be proficient in Microsoft Office products, specifically Word, Excel and PowerPoint program.
- Other duties as assigned.

2. ELIGIBILITY REQUIREMENTS:

- Must be a current member of the North Dakota Army National Guard (NDARNG).
- Knowledge of applicable military regulations, policies, and directives
- Ability to communicate clearly and effectively.
- Must be capable of working independently with little supervision.

- Should possess adequate computer skills.
- Must have current physical and meet height and weight standards.

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) 333-3293.

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. Call (701) 333-3375 to ensure receipt of your application and/or ask questions. 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.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.