

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)333-3369 or DSN 373-3369.

Announcement: AGR-24-08-OTS
MOS/AOC: Immaterial
Position Title: Operations Officer/NCO
Para/Lin: NA-Soldier will remain with assigned unit
IPPS-A Position Number: NA-Soldier will remain with assigned unit
Maximum Grade: E-6 - E-7 / O-1 - O-3
Duty Location: HHB,1-188th ADA Grand Forks, ND
Selecting Supervisor: CPT Eric Edwardson, OIC, HHB,1-188th ADA Grand Forks, ND 58201

*Accession into the OTOT program does not grant career status upon the completion of a tour. *

AREA OF CONSIDERATION: This a One Time Occasional Tour (OTOT) position and is open to current members of the ND Army National Guard in the grades of E-6 through E-7 or O-1 through O-3, interested O-3s must have a DOR of 1 November 2018 or after. Selected Soldier will maintain affiliation with their unit and will continue to attend IDT and AT periods with their unit of assignment. In order to meet the funding and fiscal responsibilities the FTNGD will take precedence to ensure the mission is completed. However, IDT and AT attendance must also be accomplished. Conflicts between IDT attendance and the FTNGD mission will be coordinated with the Unit Commander and the Program Manager.

LENGTH OF TOUR: Date of Hire through 30 September 2024.

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.ndarng.list.j1-agrm@army.mil Subject line of the email must include the announcement number and the applicant's name. Contact (701)333-3369 with questions and/or to ensure receipt of your packet.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- **Resume:** required.
- **Individual Training Record:** printout from ATMS (DTMS); showing a record ACFT and HT/WT within the last 6 months (PPOM 22-023).
- **Individual Medical Readiness:** PHA date must be within the last 12 months, HIV must be within 24 months.
- **NCOERs/ OERs/Letter of recommendation:** Include three most recent NCOER's. A letter of recommendation must be submitted on Soldiers who do not have an NCOER. For Soldiers that have NCOER's, letters of recommendation are optional.
- **Soldier Record Brief (SRB):** Must be the **Selection Board Record Brief** (must not include DA photo, race, gender or ethnic information).
- **NGB Form 23A:** Current Annual Statement.
- **College Transcripts (if applicable):** Legible copies only.

Operations NCO/Officer

1. DUTIES AND RESPONSIBILITIES:

- Manage and distribute DTMS correspondence and publish updated DTMS guidance.

- Process convoy requests and TC-AIMS requirements. Ensure units are in compliance with CDDP requirements and maintain digital mobilization binder repository.
 - Manage BN drivers training program. Publish guidance and SOPs, develop MOIs and schedules for events; coordinating venues to conduct events as needed.
 - Manage BN RFMSS requests and CGTC 1-05 request forms.
 - Manage ATRRS applications, cancellations, substitutions, and system access requests. Track all MOSQ, DLC, and NCOES progression for the BN.
 - Schedule BN ranges and maintain range certification through CGTC Range Ops. Certify OICs and RSOs and ensure qualification results are documented in DTMS.
 - Manage DAMPS requests and DTS authorizations; developing guidance for each as needed. Manage GOVCC program for the BN.
 - Manage support request tracker.
 - Manage EBDL application requests, completion documentation, and requests for payment.
 - Performs other duties as assigned.
3. **SUPERVISORY CONTROLS:** Works under the general supervision of the unit commander and higher headquarter FTUS. Receives technical guidance from supervisory personnel at higher headquarters. Accomplishes daily requirements independently in accordance with established policies and procedures. Performance is evaluated on accomplishment of established 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. 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 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 initial AGR tour.
 - Must have completed initial entry training before submitting an application for the AGR vacancy.
 - Must meet ACFT 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.
 - 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.
5. **ADDITIONAL INFORMATION:**
- Type a minimum of 25 words per minute.
 - 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) 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) 333-3369 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.

APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED WILL NOT BE CONSIDERED AND NOT RETURNED.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.