

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-25-62-OTS**
MOS/AOC: **Immaterial**
Position Title: **Log Officer**
Para/Lin: **NA-will remain in their current unit of assignment**
IPPS-A Position Number: **NA-will remain in their current unit of assignment**
Maximum Grade: **O-3 / CPT**
Duty Location: **68th Troop Command, Bismarck, ND**
Selecting Supervisor: **MAJ Justin Wilz, OIC, 68th Troop Command, Bismarck, ND**

AREA OF CONSIDERATION: Current North Dakota Army National Guard Soldiers (both on board and off the street) in the grades of O-1, O-2, O-3's with no more than 2 years TIG, and OCS certificate holders. Any O-3 with over 2 years TIG may contact the AGR Manager (701-333-3368) to discuss requesting an exception.

LENGTH OF TOUR: Initial tour will be for a period of three years. Extension beyond the initial tour is contingent upon recommendation from the Full Time Chain of Command or possible Tour Continuation Board with final approval by the Adjutant General.

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@mail.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** : from DTMS, reflecting Height/Weight & ACFT/AFT History
 - Must have a passing Height/Weight conducted within the last 6 months.
 - Must have a valid passing ACFT/AFT at the time of application. If current test is over 6 months, one must be taken and passed prior to onboarding if selected.
- **Individual Medical Readiness:** PHA date must be within the last 12 months, HIV must be within 24 months.
- **OERs/NCOERs/Letter of recommendation:** Include three most recent OER's/NCOER's. A letter of recommendation must be submitted on Soldiers who do not have an OER/NCOER. For Soldiers that have OER's/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
- **Commissioning source certificate of completion:** Enlisted Soldiers only.
- **College Transcripts (if applicable):** Optional. Legible copies only.

Log Officer

1. **INTRODUCTION:** This position is located in the Army National Guard under the AGR program. The purpose of this position is to provide supply support and assistance for the unit and subordinate units and accomplishing plans and programs to attain logistical and mobilization readiness objectives.
2. **DUTIES AND RESPONSIBILITIES:** Duties include:
 - Plans & coordinates all matters pertaining to supply, organizational maintenance, troop movements, logistics readiness, services, and miscellaneous logistic support of the command and its subordinate elements.
 - Maintains close and continuous coordination with such support activities responsible for logistic support operations at the USPFO, CSMS, and DCSLOG.
 - Performs other duties as assigned.
3. **SUPERVISORY CONTROLS:** Works under the day-to-day administrative supervision of the Officer in Charge (OIC). The incumbent is relied upon to plan and organize the work and determine the work methods and techniques required to achieve the goals and needs of the organization. Authority is delegated to the incumbent to independently carry out all assignments to include making necessary contacts and providing authoritative explanation of rules, regulations and procedures. Work is reviewed for compliance with instructions and policies, for adequacy and soundness of decisions, and for overall attainment of 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.
 - 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 prior to initial entry.
 - Must be a High School graduate or have a GED equivalent.
 - Must meet any Special Requirements as specified on Position Description.
 - All AGR Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
 - Must have completed initial entry training before submitting an application for the AGR vacancy.
 - Must complete an ACFT/AFT and meet weight control standards per FM 7-22 and AR 600-9 prior to selection for the AGR tour.
 - 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 Secret security clearance required by the position for which applying (NGR 604-10).
 - Must not have been previously separated for cause from active duty or a previous AGR tour.
 - Must not be eligible for, or receiving a federal military retired or retainer pay, nor federal service annuities.
 - Selectees will be approved by the Adjutant General or his designated representative.

5. ADDITIONAL INFORMATION:

- Qualified in AOC or qualified within 12 months from date of assignment. Performs the duties prescribed therein in addition to the above.
- Type a minimum of 25 words per minute.
- 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.
- 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) without recoupment and no further payments. Acceptance of an AGR position may result in termination of the Student Loan Repayment Program (SLRP) without recoupment and no further payments.

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.