

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-LAT-22-15**  
**MOS/AOC:** **12B20**  
**Para/Lin:** **103/03**  
**IPPS-A Position Number:** **0002920312**  
**Position Title:** **Admin NCO**  
**Maximum Grade:** **E-5 / SGT**  
**Duty Location:** **818<sup>th</sup> Engineer Company, Minot, ND**  
**Selecting Supervisor:** **MAJ Chad Worrel, OIC, HHC 164<sup>th</sup> Engr BN, Minot, ND**

**AREA OF CONSIDERATION:** Current North Dakota Army National Guard Soldiers in the grade of E-5.

**MOS REQUIREMENTS:** Currently hold or be able to meet the physical demands and qualifications for initial award of 12B MOS. Physical demands rating of Heavy (Black), Physical profile of 111221; Normal color vision; Minimum score of 87 or 90 in aptitude area CO (depending on ASVAB date).

**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.ndarnng.list.j1-agrm@army.mil](mailto:ng.nd.ndarnng.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.

- **Letter of Interest:** Describe your background and your experience(s) related to the position. (2 page max) Must be line endorsed by your immediate supervisor and your Chain of Command. A memorandum of non-concurrence by anyone in your Chain of Command and supporting documentation is required, if applicable. It is the responsibility of the applicant to obtain Chain of Command concurrence prior to the closing date.
- **Individual Training Record:** printout from ATMS (DTMS); showing a passing APFT in FY20 (if APFT was not conducted in FY20, include a memo explaining why); and meeting HT/WT within the past 12 months.
- **Individual Medical Readiness:** PHA date must be within the last 12 months, HIV must be within 24 months.
- **NCOERs/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.
- **Enlisted Record Brief (ERB):** Must be the **Selection Board Record Brief**; must **NOT** include DA Photo, or any gender, race or ethnic information.

**ADDITIONAL INFORMATION:**

- Vacancies eligible for fill using a lateral transfer will be announced for a period of seven calendar days. Interested applicants must submit the required documents to the AGR office within those seven days. The AGR Office will then forward to the selecting supervisor the documents for the applicants who are qualified for a lateral transfer.
- If more than one applicant is interested in the position, the selecting supervisor will complete an informal, best qualified interview process to determine the selectee. If qualified candidates are available but not selected, the selecting supervisor must justify that decision in writing, submit to HRO and HRO will obtain approval by the applicable approving authority (CoS).

- A losing command which does not concur with the transfer must provide a written explanation of non-concurrence, submit it to HRO and it will be reviewed by the applicable approving authority (CoS).
- Applicants must meet the requirements of the AGR stabilization policy prior to lateral transfer. Requests for exceptions to the stabilization policy must be a separate document, include a memorandum from the Soldiers Chain of Command and be submitted to HRO prior to the closing date.
- The applicant who is selected for this position will be required to become MOS qualified for his/her follow on assignment within 12 months of reassignment.

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.**

**DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.**