

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-21-31
MOS/AOC: Immaterial
Position Title: Battalion Logistical Support
Para/Lin: N/A - Soldier will remain with assigned unit
IPPS-A Position Number: N/A - Soldier will remain with assigned unit
Maximum Grade: O-3 CPT or E-8 MSG
Duty Location: 164th Engineer Battalion, Minot, ND
Selecting Supervisor: CPT Chad Worrel, OIC, HHC 164th Engr BN, Minot

AREA OF CONSIDERATION: This position is open to current members of the ND Army National Guard in the grades of O-3 and below, and E-8 and below. Selectee must reside within commuting distance of the duty location.

LENGTH OF TOUR: Date of hire thru 30 September 2021; subject to the availability of funds.

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)333-3375 with questions and/or to ensure receipt of your packet.

- **DA Form 1058:** (must be signed by the applicant, Commander & Records Custodian)
- **Initial Counseling Form:** (must be signed by the applicant and a unit representative)
- **Individual Training Record:** printout from ATMS (DTMS); showing a passing APFT; and meeting HT/WT standards within the past 12 months.
- **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)

Battalion Logistical Support

1. DUTIES AND RESPONSIBILITIES:

- Work with subordinate Supply Sergeants, nesting the needs of higher HQs.
- Will involve coordinating, supervising, training and synchronizing the 164 EN BN Logistical needs to ensure efficient and prompt actions in compliance with AR 710-2 and AR 735-5.
- Examine document registers, document files, suspense files and account records to verify postings.
- Research, review and reconstruct supply transactions to isolate errors and provide guidance to correct deficiencies.
- Assist with the compliance in the Command Supply Discipline Program, Command Maintenance Discipline Program, and other directed command inspection programs.
- Aid in the tracking and forecasting for FY-21 and FY-22 Annual Training requirements.
- Attend all IPRs leading up to Annual Training.
- Assist Units with logistical requests.
- Other duties as assigned.

2. ELIGIBILITY REQUIREMENTS:

- Must be a current member of the North Dakota Army National Guard (NDARNG).
- Ability to obtain and maintain a valid state vehicle operator's license.
- 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.
- Soldiers who are flagged are ineligible until the flag is lifted.

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.