

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 at (701) 333-3375.

Announcement: FTNGD-26-03
MOS/AOC: N/A
Position Title: National Guard Response Force Coordinator
Para/Lin: N/A - Soldier will remain with assigned unit
IPPS-A Position Number: N/A - Soldier will remain with assigned unit
Maximum Grade: E-7 thru E-8; CW2 thru CW4; O-1 thru O-4
Duty Location: Bismarck, ND with travel when required
Selecting Supervisor: LTC Matt Voeller, Director of Military Support, Bismarck, ND

AREA OF CONSIDERATION: This position is open to current members of the ND Army National Guard in the grades of E-7 thru E-8; CW2 thru CW4; O-1 thru O-4, that reside within commuting distance of the duty location. Soldiers will not be promoted unless selected through the traditional EPS process.

LENGTH OF TOUR: Date of hire thru 30 September 2026; subject to the availability of funds.

INSTRUCTIONS FOR APPLYING: Applicants will forward the documents listed below to arrive at 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 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.

- **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.
- **Physical Readiness:** ATIS Training Profile, copy of main page in Job Data Book (atmc.atis.army.mil/training/djb); showing a passing ACFT; and meeting HT/WT standards within the past 6 months.
- **Individual Medical Readiness (IMR):** printed from MEDPROS; showing PHA within 12 months; HIV within 24 months.
- **DA Form 5016:** Annual Statement from IPPSA

NGRF Coordinator

1. DUTIES AND RESPONSIBILITIES:

- Assist in executing command and control over all operational processes of NGRF to include preparations, stakeholder coordination/relationships, mission execution, and recovery
- Provide support to the ND-JOC by serving as liaison between ND-JOC and NGRF identified units/commands
- Review and amend as necessary the NDNG NGRF standard operating policies and procedures
- Coordinate and assist with scheduled NGRF training alongside ND-JOC FTUS and other state/federal agencies
- Lead the inspection and inventory of NGRF equipment
- Assist in gathering information required for reporting in Defense Readiness Reporting System (DRRS)
- Other duties assigned within the scope of the ND-JOC

2. ELIGIBILITY REQUIREMENTS:

- Must be a current member of the North Dakota Army National Guard.
- 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 meet current physical and 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. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

Applications of 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.

REMEMBER TO KEEP A COPY OF YOUR APPLICATION.