

NORTH DAKOTA ARMY NATIONAL GUARD

FULLTIME NATIONAL GUARD OPERATIONAL SUPPORT (FTNGDOS)

TOUR ANNOUNCEMENT

ANNOUNCEMENT NUMBER: FTNGDOS-20-13 **OPENING DATE:** 10 JAN 20 **CLOSING DATE:** 16 JAN 20

POSITION TITLE: OSM Recruiter Aide

MOS: Immaterial

MAX GRADE: O-2

DUTY LOCATION: Recruiting & Retention BN, Fargo, ND

SELECTING OFFICIAL: MAJ Justin Wilz

LENGTH OF TOUR: Date of hire thru 30 September 2020

AREA OF CONSIDERATION: North Dakota Army National Guard members in the grades of O-1 thru O-2 that reside within commuting distance of the duty location.

HOW TO APPLY: 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@mail.mil Subject line of the email must include the announcement number and the applicant's name. Contact SSG Stokkeland with questions and/or to ensure receipt of your packet (701)333-3375.

DOCUMENTS REQUIRED:

- ☐ **ARNG** Format 1058-R (must be signed by the applicant, Commander & Records Custodian)
- ☐ Initial Counseling Form (must be signed)
- ☐ Individual Training Record: printout from ATMS (DTMS); must show successful completion of APFT and HT/WT within the past **6 months**.
- ☐ Individual Medical Readiness (IMR) (printed from MEDPROS)
- ☐ DA Form 3349 (Profile) (if applicable)
- ☐ NGB Form 23B (printout from RCAS)
- ☐ Personal Qualification Record (PQR) (printout from RCAS)
- ☐ Officer Record Brief (ORB)
- ☐ Technician Supervisor Approval Form (only applicable if applicant is a Technician)

Recruiter Aide

DUTIES AND RESPONSIBILITIES:

- Assistant for R&R OSM and will work under the supervision of the Officer Strength Manager.
- Provide experience and expertise to the recruitment of applicants to process into the NDARNG.
- Assists with local recruiting events, transportation of applicants to MEPS, packet preparation, integration into the NDARNG, event set-ups, and career fairs.
- Will assist with additional duties as needed in the future addition of the Mayville State college ROTC program.
- Other duties as assigned.
- Position is temporary and dependent upon funding availability.
- Overnight travel is expected.
- Hours will vary and depend on mission accomplishment.

ELIGIBILITY REQUIREMENTS:

- Must be a current member of the North Dakota Army National Guard (NDARNG).
- 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 have current physical and meet height and weight standards.
- Must have a passing APFT and HT/WT within 6 months.

The North Dakota National Guard is an Equal Opportunity Employer. All qualified applicants will receive consideration for the position without discrimination for any non-merit reason(s) such as age, race, religion, gender, ethnic origin or non-disqualifying disability. Pre-selection is not only counter-productive to effective recruitment and placement but also violates North Dakota National Guard merit placement principles and will not be tolerated. If you have information or questions regarding this issue, please contact the HRO at 701-333-3375.