

NORTH DAKOTA ARMY NATIONAL GUARD

FULLTIME NATIONAL GUARD OPERATIONAL SUPPORT (FTNGDOS)

TOUR ANNOUNCEMENT

ANNOUNCEMENT NUMBER: FTNGDOS-20-14 **OPENING DATE:** 13 JAN 20 **CLOSING DATE:** 27 JAN 20

POSITION TITLE: Data Quality – IPPS-A

MOS: 42A preferred but not required

MAX GRADE: E-5

DUTY LOCATION: G1, Bismarck, North Dakota

SELECTING OFFICIAL: CW3 Kerry Beck

LENGTH OF TOUR: Date of hire thru 30 September 2020; continuation subject to availability of funding

AREA OF CONSIDERATION: North Dakota Army National Guard members in the grades of E-4 thru E-5 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)
- ☐ NGB Form 23B (printout from RCAS)
- ☐ Personal Qualification Record (PQR) (printout from RCAS)
- ☐ Enlisted Record Brief (ERB)
- ☐ Technician Supervisor Approval Form (only applicable if applicant is a Technician)

- **Females ONLY:** Female Soldiers must complete a pregnancy test 15 days before the requested FTNGD start date. Pregnancy may disqualify Soldiers from initial and subsequent FTNGD tours.

Data Quality – IPPS-A

DUTIES AND RESPONSIBILITIES:

- Soldier will provide administrative support to the G1.
- Receiving and reviewing IPPS-A data quality reports.
- Researching and resolving errors on data quality reports.
- Reducing backlog of administrative actions in order to prepare for transition to IPPS-A
- Other duties as assigned.

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.
- 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 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.

