

# **APPLICANT GUIDE FOR SUBMITTING APPLICATIONS FOR ND AGR ANG OFF THE STREET AGR POSITIONS:**

## **INSTRUCTIONS FOR APPLYING:**

Applicants must forward the ***minimum*** documents listed below to arrive in the Human Resource Office (HRO) no later than **midnight on the closing date** indicated of the close date in the announcement.

*Note: Some announcements and Selecting Officials can require additional items in lieu of the minimum. Failure to submit all required documentation specified in the announcement, will result in disqualification.*

Documents for all AGR vacancy announcements must be received via encrypted email to the HRO email inbox @ USAF ND 119 WG Mailbox [usaf.nd.119-wg.mbx.hro@mail.mil](mailto:usaf.nd.119-wg.mbx.hro@mail.mil). Subject line of the application email submissions should include the announcement number and the applicant's name.

Contact SMSgt Roxanne Anderson with questions and/or to ensure receipt of your packet (701)451-2267.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, **Page 3 must be digitally signed and dated.**
- **Report of Individual Person (RIP)/Personal History:** Requested and obtained from vMPF or FSS
- **Fitness Test:** Retrieved from AF Fitness Management System (AFFMSII)

## **Applications May Include (but are not limited to) Addition Information**

**Additional documentation examples are listed below:**

- \*Resume
- \*Cover Letter
- \*College Transcripts
- \*DD Form 214(s)
- \*Certifications
- \*Letters of Recommendation
- \*EPRs/OPRs

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.

**The applicant is solely responsible for the completion and submission of your application, all contents, and attachments. The HRO will not inform you your packet is incomplete. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.**

**Additionally, failure to sign or attach required documentation specified in the announcement, will result in disqualification.**

*Happy Hooligans*