

NORTH DAKOTA ARMY NATIONAL GUARD ACTIVE GUARD/RESERVE (AGR) VACANCY ANNOUNCEMENT

JOINT FORCE HEADQUARTERS
State of North Dakota
PO Box 5511
Bismarck, ND 58506-5511

AGR

ADVERTISEMENT: AGR-13-06 **OPENING DATE:** 4 Feb 13 **CLOSING DATE:** 21 Feb 13

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 State Code. Persons interested in this tour may apply by submitting the required documents listed in the instructions section of this announcement. Questions concerning this notice may be directed to J1ND-DHR-AGR at (701) 333-3369 or DSN 373-3369.

POSITION: *Administrative NCO
MOS: 29E20 (if no applicant is qualified or can become qualified the selecting supervisor may consider 25U or 68W)
MAX GRADE: E-5
UNIT: HHC 164th Eng BN
LOCATION: Minot, ND
SALARY: Full military pay and allowances to the military grade of the selectee.
SELECTING SUPV: CPT Steven Bohl, OIC, HHC 164th Eng BN

AREA OF CONSIDERATION: This position is open to all ND Army National Guard members in the grades of E-4 and E-5, and E-6's willing to take an administrative reduction to E-5.

ADDITIONAL INSTRUCTIONS: Currently hold or be able to meet the following physical demands and qualifications for initial award of 29E MOS prior to accession into the AGR program: Possess a minimum score of 100 in aptitude areas SC, ST and EL; Physical profile of no less than 222221; Normal color vision; Must be a high school graduate or equivalent and completed high school algebra course or equivalent; Secret clearance and be eligible for Top Secret with SCI; Must complete WLC prior to attending the 29E course.

ARMY DIRECT COMBAT PROBABILITY CODING: *This position can be filled by both male and female enlisted Soldiers as a result of the Army's Direct Combat Probability Coding System.

SPECIALIZED EXPERIENCE: Credit for experience is based on EACH Knowledge, Skill, and Ability (KSA) detailed below. "KSAs" are defined as:

Knowledge – an understanding of the subject matter obtained through specific academic study and/or specific practical application of the task.

Skill – a demonstrated capability to perform the task described (e.g. type 35 or more words per minute).

Ability – based on education, work experience, life experience, or a combination of all three, it is reasonable the applicant could perform the task described.

6 months experience as determined by the following KSAs needed for the duties of the position.

KSA's:

1. Working knowledge in the functional area of administration.
2. Skilled in the use of computers and computer software programs used to produce correspondence, track information, and maintain data.
3. Ability to interpret regulations and directives of higher headquarters.
4. Ability to communicate both orally and in writing in a clear and concise manner.
5. Ability to examine reports, forms and other documents to ensure completeness and conformity to policy and procedures.

ADMINISTRATIVE NCO/HUMAN RESOURCES SGT

1. **INTRODUCTION:** This position is located in a unit/battalion/brigade headquarters of the Army National Guard under the AGR program. The purpose of this position is to provide typing, clerical, personnel and administrative support to the unit of assignment.
2. **DUTIES AND RESPONSIBILITIES:**
 - a. Types military and non-military correspondence in both draft and final copy using Microsoft Office products. Prepares copy in proper format and in compliance with appropriate regulations, directives, policies, etc. Proofreads finished copy, corrects as necessary and assembles for review, signature, authentication or other disposition.
 - b. Accomplishes a variety of military personnel transactions (e.g., appointments, enlistments, separations, promotions, reductions, MOS assignments, transfers, completion of officer and enlisted efficiency reports, reports of line of duty investigation, requests for security clearance, applications for attendance at schools, payroll actions, etc.). Provides guidance and assistance to personnel of the command who are concerned with completing the above transactions. Suspense and receive transactions from subordinate units, insures compliance with regulation and procedures and that prerequisites are met or returned for correction. Initiates and completes transactions for personnel assigned to the headquarters. Occasionally assists other personnel in the maintenance of Military Personnel Records Jacket (DA Form 201) by filing, posting, and updating, and in the overall operation of the iPERMS System. Insures that cases such as fraudulent enlistment and non-selection for retention are properly documented and processed. Insures that all pertinent and required data on members of the command is coded into the automated personnel reporting system.
 - c. Is familiar with the various forms, records and other material required in the production of assigned work; maintains appropriate stock levels of these materials; coordinates with appropriate individual to order/reorder materials.
 - d. Has a working knowledge of standard office machines, e.g., scanners, facsimile machines, copy machines, calculators, etc.
 - e. Attends all MUTAs, AT, RMAs, schools, seminars, etc. required and desired for job qualification, training and enhancement of job performance.
 - f. May be required to attend special schools and/or conferences in support of new personnel programs, refresher training, and to provide oral and written letters of instruction to unit level administrative personnel.
 - g. Performs other duties as assigned.
3. **SUPERVISORY CONTROLS:** Works under the administrative supervision of the Senior Full Time Support person of the unit to which assigned. Day-to-day work is performed consistent with established policies and mission priorities. Work is subject to review for acceptability and adherence to instructions and regulations.
4. **QUALIFICATIONS:**
 - a. Qualified in MOS or qualified within 12 months from date of assignment. Performs the duties prescribed therein in addition to the above.
 - b. Mandatory Full Time Support training is required as a condition of employment. Selectee must be scheduled for training at the Professional Education Center (PEC) within the first 6 months of employment.
 - c. Type a minimum of 25 words per minute.
 - d. Enlisted in a grade not to exceed that specified in the FTUS for the position in the unit of assignment.
 - e. Have a valid state vehicle operator's license and be able to be licensed to operate all military vehicles and equipment organic to the unit of assignment.

AGR PROGRAM INITIAL ENTRY REQUIREMENTS: Applicants must meet the following requirements:

- * Must have a favorable Periodic Health Assessment (PHA) in accordance with (IAW) AR 40-501, Chapter 3, conducted within 12 months prior to initial entry into the AGR program. The PHA may be conducted at an active military medical treatment facility, an ARNG medical unit, US Army Reserve medical unit, or a civilian medical facility. Applicants with P3 or P4 profiles must meet the standards of AR 600-60 prior to accession.
- * Human Immune Deficiency Virus (HIV) testing for all Soldiers will be completed within 24 months prior to initial entry.
- * Drug screening will be accomplished within 15 days prior to initial entry.
- * All AGR Soldiers will sign the Certificate of Agreement and Understanding prior to being ordered to FTNGD in the AGR program.
- * Enlisted Soldiers must meet reenlistment or extension standards in NGR 600-200, chapter 7.
- * Must have at least 3 years remaining on their current enlistment on the first day of their initial AGR tour.
- * Must have completed initial entry training before submitting an application for the AGR vacancy.
- * Must meet APFT and weight control standards per AR 350-1 and AR 600-9 prior to initial entry.
- * Must be able to serve at least 3 years on FTNGD status prior to completing 18 years of Active Federal Service (AFS) and/or the date of mandatory removal from an active status based on age or service.
- * Must possess the grade equal to, or below, that authorized for the AGR duty position and have the potential to become qualified in the specialty authorized for the AGR duty position within 12 months of the date of assignment.
- * Soldiers whose records are flagged IAW AR 600-8-2 are ineligible for entry into the AGR program until the flag is lifted.
- * Must possess, or obtain a security clearance required by the position for which applying (NGR 604-10).
- * Selectees will be approved by the Adjutant General or his designated representative.

ADDITIONAL INFORMATION:

- * All Soldiers, except Fulltime Retention Force at state level, are required to participate with their units of assignment during inactive duty training (IDT) periods and annual training (AT), to include deployments, special projects, and exercises.
- * AGR personnel are subject to the system of military justice prescribed by the laws of the State of North Dakota.
- * All AGR personnel are rated using the OER/NCOER system.
- * Acceptance of any AGR position in the NDARNG constitutes concurrence with the requirement to wear the military uniform while performing duty.
- * Promotion consideration in the AGR program is linked to the ARNG Leader Development Institutional Training requirements. AGR Soldiers must graduate from Active Component or TASS configured courses.

GENERAL ELIGIBILITY REQUIREMENTS to include profile, aptitude, combat probability, security clearance, and any restrictions as applicable for aviation, AMEDD, Chaplain, or JAGC assignments.

1. HOW TO APPLY:

- a. See attached "Applying for a Active Guard Reserve (AGR) Position with the NDNG"
- b. Ensure that all work experience, both Civilian and Military, related to the job you are applying for is described in full to include dates of employment.
- c. Applications can be mailed to the Human Resource Office (HRO), PO Box 5511, Bismarck, ND 58506-5511 or hand delivered to RJB Armory, 4200 E Divide Ave, Rm 424, Bismarck. HRO Commercial Telephone: (701) 333-3369 or DSN: 373-3369.
- d. Only applications from deployed Soldiers may be scanned or faxed.
- e. Applications must be at the HRO by 1600 on the closing date of the announcement.
NO EXCEPTIONS!

2. EDUCATION will be credited on a basis of 30 semester hours or 45 quarter hours equals one year of study. Education must be directly related to the type of work of the position.
3. MILITARY SERVICE will be credited on the basis on one year of credit for one year of National Guard Service.
4. EQUAL OPPORTUNITY: 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.
5. Government postage and/or envelopes WILL NOT be used to submit applications.
6. Acceptance of Active Guard Reserve (AGR) position will cause termination from Selected Reserve Incentive Program (SRIP) without recoupment. Any unpaid portion of the incentive will be paid to the Soldier. Acceptance of an AGR position will not result in termination of the Student Loan Repayment Program (SLRP). Payments will continue as previously contracted.

APPLYING FOR OFF THE STREET ACTIVE GUARD RESERVE (AGR) ARMY POSITIONS WITH THE NORTH DAKOTA NATIONAL GUARD

IMPORTANT: Please read this page before you submit your application!
YOU MUST BE AWARE OF THE CONTENTS OF THIS INSTRUCTION SHEET TO COMPLETE YOUR APPLICATION PROPERLY.

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) 333-3369 to set up an appointment. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

APPLICATION PACKETS THAT DO NOT INCLUDE ALL REQUIRED ITEMS LISTED BELOW AND/OR CONTAIN AN NGB 34-1 WHICH IS NOT CURRENT OR NOT SIGNED WILL NOT BE CONSIDERED AND NOT RETURNED.

- **NGB 34-1 dtd 05 Nov 10** A completed "Application for Active Guard/Reserve (AGR) Position". PureEdge is preferred. This form must include an **original** signature (digital signatures will be accepted) and date on all applications. **Contact your unit if you need assistance in obtaining the current form.**
- **KSA Narrative:** A typed or neatly printed narrative that lists and then addresses each Knowledge, Skill or Ability (KSA) on the announcement. In addressing each KSA you should describe, accurately and completely, the tasks, activities, education, and experience which demonstrate the KSA. Include all military experience (Active Duty and Reserve Component), qualifications or training in an MOS/AFSC. You may also include civilian work experiences (paid or unpaid), training, education, and/or other information that relates to the position advertised. Use complete dates to indicate the amount of your experience. A complete date consists of MM/DD/YY. Education may be combined with experience as defined in the Education section of the announcement. The qualification process will grant credit only for sufficient information. Candidates are evaluated on the KSAs and failure to address them may deem the applicant not qualified for the position.
- **DA Form 705:** A copy indicating successful completion of the APFT and height/weight within the past 12 months. If height/weight is not included on the DA Form 705, then submit a current height/weight statement from your Commander.
- **DA Form 5500/5501, Body Fat Content Worksheet.** (if applicable).
- **MEDPROS Individual Medical Readiness (IMR)** printout. Current.
- **NCOERS/OERS:** Include five most recent - A letter of recommendation or performance evaluation must be submitted on Soldiers not requiring an NCOER/OER (or not having recent NCOER/OER within the past 12 months).
- **DA Form 2-1:** Copy.
- **NGB Form 23A or 23B:** Retirement Points History Statement
- **Certificate of Eligibility (if applicable).** Copy.
- If you have completed any college courses and you feel that it will help you qualify, you may include copies of your college transcripts with the application. If a transcript is required it will be stated on the position vacancy announcement.
- Letters of recommendation are optional unless they are in lieu of a recent NCOER/OER.
- **DO NOT** use Appraisals or Appraisal Standards as proof of your experience.
- **DO NOT** use binders, folders, or notebooks when you turn in your application.
- **DO NOT** use staples.

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.