

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 SIGNED WILL NOT BE CONSIDERED AND NOT RETURNED.

- **NGB 34-1 dtd 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.
- **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 must be certified.
- **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.