

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 States Code. Questions concerning this notice may be directed to NGND-DHR-AGR-S at (701)333-3369 or DSN 373-3369.

Announcement: AGR-25-27-OTS
MOS/AOC: Immaterial
Position Title: Warrant Officer Strength Manager
Para/Lin: TBD Upon Selection.
IPPS-A Position Number: NA
Maximum Grade: CW3 / O3
Duty Location: Recruiting & Retention Battalion, Bismarck, ND
Selecting Supervisor: LTC Chance Schaffner, OIC, Recruiting & Retention Battalion

AREA OF CONSIDERATION: Current North Dakota Army National Guard Soldiers and those Nationwide who are eligible to become members of the NDARNG in the grades of WO1–CW3 or O1–O3 (O3s must have less than 2 years TIG); Soldiers holding an Officer Candidate School or Warrant Officer Candidate School certificate of completion; or those with a Warrant Officer pre-determination packet approved by proponent. Any O3 with over 2 years TIG may contact the AGR Manager (701-333-3368) to discuss requesting an exception.

ADDITIONAL INSTRUCTIONS: Applicants Must meet Recruiting and Training Cadre Suitability Screening.

Recruiting and Training Cadre Suitability Screening Requirements (See Army Directive 2018-16 & SMOM 21-007) to be completed **upon selection:**

- Complete HRR Form 600 (Recruiting and Training Cadre Suitability Questionnaire)
- Current Periodic Health Assessment (PHA) and medical record review
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must not be listed on the National Sex Offender Public Website
- Must not have a Type I or Type II Offense & must have favorable results from:
 - Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program

LENGTH OF TOUR: Initial tour will be for a period of three years. Members successfully completing the initial tour will be afforded priority for tour extension. Extension beyond the initial tour is contingent upon recommendation from the Full Time Chain of Command or possible Tour Continuation Board with final approval by the Adjutant General.

INSTRUCTIONS FOR APPLYING: 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@army.mil Subject line of the email must include the announcement number and the applicant's name. Contact (701)333-3369 with questions and/or to ensure receipt of your packet.

- **NGB Form 34-1:** Use the form dated 11 Nov 2013, Page 3 must be digitally signed and dated.
- **Resume:** required.
- **Individual Training Record:** from DTMS, reflecting Height/Weight & ACFT History
 - Must have a passing Height/Weight conducted within the last 6 months.
 - Must have a valid passing ACFT at the time of application. If current ACFT is over 6 months, one must be taken and passed prior to onboarding if selected.

- **Individual Medical Readiness:** PHA date must be within the last 12 months, HIV must be within 24 months.
- **OER/NCOERs:** Include three most recent OERs (or NCOERs for certificate holders). A letter of recommendation must be submitted on Officers who do not have an OER. For Officers that have OERs, letters of recommendation are optional.
- **Soldier Record Brief (ORB):** Must be the **Selection Board Record Brief** (must not include DA photo, race, gender or ethnic information).
- **NGB Form 23A:** Current Annual Statement.
- **College Transcripts (if applicable):** Legible copies only.
- **Commissioning Certificate:** OCS Certificate / WOCS Certificate / Warrant Officer Predetermination Letter

Warrant Officer Strength Manager

1. **INTRODUCTION:** This position is located in a designated Strength Management (Recruiting, Retention, and Attrition Management) area of the state dictated by the mission. The Incumbent is responsible for the accomplishment of the 3 tenets of Strength Management (Recruiting, Retention and Attrition Management) in assigned area. Responsible for seeking qualified applicants within assigned area and affecting the enlistment of sufficient individuals to achieve recruiting objectives. Individual is charged with the responsibility of identifying, recommending corrective action, solving problems and/or taking corrective action on issues affecting retention in area of responsibility. Assesses the effectiveness of local recruiting and retention incentive/awards program and makes recommendations for changes.
2. **DUTIES AND RESPONSIBILITIES:**
 - Coordinates with the MILPO, Officer Personnel Managers, and Commanders to develop warrant officer procurement, retention, and attrition priorities.
 - Develops annual warrant officer procurement and retention plans.
 - Assists State Military Academies with the development of an effective Warrant Officer recruiting program.
 - Develops and executes Warrant Officer Candidate Recruiting Programs.
 - Assist OSM in executing recruiting programs for civilians qualified for appointment into a specialty branch.
 - Facilitate Warrant Officer interstate transfers into and out of State.
 - Works with Commanders to ensure effective sponsorship, mentorship, and retention programs are established and in place.
 - Monitors discharges and transfers of Warrant Officers to determine retention trends.
 - Ensures all company grade and warrant officer vacancies are posted on REQUEST.
 - Coordinates with the State Officer Personnel Section and SIDPERS to maintain and provide statistical data on
 - Warrant Officer Recruiting, Retention, and Attrition Management.
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. **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 within 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 ACFT and weight control standards per FM 7-22 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 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.

3. ADDITIONAL INFORMATION:

- Type a minimum of 25 words per minute.
- 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.
- Meet current standards for enlistment in NDARNG.
- 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.
- Acceptance of Active Guard Reserve (AGR) position may cause termination from Selected Reserve Incentive Program (SRIP). Acceptance of an AGR position may result in termination of the Student Loan Repayment Program (SLRP). Incentives will be reviewed and discussed during AGR in-processing with the Incentives Manager.

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. Questions, contact (701) 333-3293.

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 ensure receipt of your application and/or ask questions. Once the vacancy announcement has closed, no further amendments/attachments may be added to the application.

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.

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

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.

