

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-A at (701)333-3375 or DSN 373-3375.

**Announcement:** FTNGD-24-17  
**MOS/AOC:** Immaterial  
**Position Title:** Team Leader  
**Para/Lin:** N/A – Soldier will remain with assigned unit  
**IPPS-A Position Number:** N/A - Soldier will remain with assigned unit  
**Maximum Grade:** E-5 / SGT  
**Duty Location:** Military Funeral Honors, Bismarck, ND  
**Selecting Supervisor:** CW2 Carina Wittmier, G1 Operations Branch Chief, Bismarck, ND

**AREA OF CONSIDERATION:** This position is open to current members of the ND Army National Guard in the grades of E-5 and below that reside within 50 Miles commuting distance of the duty location.

**LENGTH OF TOUR:** Date of hire thru 30 September 2024; subject to the availability of funds.

**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.ndarnng.list.j1-agrm@army.mil](mailto:ng.nd.ndarnng.list.j1-agrm@army.mil) Subject line of the email must include the announcement number and the applicant's name. Contact (701)333-3371 with questions and/or to ensure receipt of

- **DA Form 1058:** (must be signed by the applicant, Commander & Records Custodian)
- **Resume:** detailed
- **Initial Counseling Form:** (must be signed by the applicant and a unit representative)
- **Individual Training Record: printout from ATMS (DTMS); showing a record ACFT and HT/WT within the last 6 months (PPOM 22-023).**
- **Individual Medical Readiness (IMR):** (printed from MEDPROS) (PHA within 12 months; HIV within 24 months)
- **NGB Form 23A:** (printout from RCAS)
- **Technician Supervisor Approval Form:** (only applicable if applicant is a Technician)

### Team Leader

#### 1. DUTIES AND RESPONSIBILITIES:

- Soldier will provide Military Funeral Honor support.
- Other duties as assigned.

#### 2. ELIGIBILITY REQUIREMENTS:

- Must be a current member of the North Dakota Army National Guard (NDARNG).
- Knowledge of applicable military regulations, policies, and directives pertaining to MFH ceremonies.
- Knowledge of the methods and techniques used in preparing and presenting training programs.
- Ability to establish and maintain effective working relationships with Veteran Organizations, NDARNG, Funeral Directors, and the public.
- Prepare and make informational presentations regarding the MFH Program.
- Ability to maintain accurate records and prepare monthly reports.
- Ability to travel in region of responsibility.
- Ability to obtain and maintain a valid state vehicle operator's license.
- Ability to communicate clearly and effectively.
- Must be capable of working independently with little supervision.

- Should possess adequate computer skills.
- Must have current physical and meet height and weight standards.
- Soldiers who are flagged are ineligible to apply until the flag is lifted.

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) 333-3371 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.**

**DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.**