



INDIANA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGIN-PEH-A)  
2002 SOUTH HOLT ROAD  
INDIANAPOLIS, IN 46241  
TELEPHONE: (317) 247-3390 DSN: 369-2300 EXT 73390

**On Board Only**  
**ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)**  
**VACANCY ANNOUNCEMENT**  
**15-011-A**

<b>OPENING DATE:</b> 29 December 2014	<b>CLOSING DATE:</b> 07 January 2015	<b>RANK/GRADE:</b> E5 – E6
<b>POSITION TITLE:</b> Detachment Readiness NCO		<b>MOS/AOC/BRANCH:</b> 15W30
<b>DUTY LOCATION:</b> Det 1 D Co 776 <sup>th</sup> BEB, Edinburgh, IN 46124		
<b>SELECTING OFFICIAL:</b> 1SG Robert Roach, 317-471-7896		
<b>VICE:</b> SSG Sherman		

**WHO MAY APPLY: ENLISTED.** For On Board Only Announcements, eligibility is limited to personnel currently in the Indiana Army National Guard who are serving Active Guard/Reserve (AGR) tours. **Members with rank higher than position identified are eligible to apply, but will be required to take a reduction should they be selected.** Position is open to female Soldiers.

**MILITARY COMPATIBILITY**

Upon selection, individual must be or become MOS/AOC qualified within twelve (12) months of appointment, with the exception of deployed Soldiers who will have an additional 12 months. Individual must also maintain satisfactory membership in the IN ARNG to include adherence to APFT and the height/weight standards.

**DUTIES AND RESPONSIBILITIES:** Performs and assists with day to day training and administrative functions in support of detachment missions. Manages and tracks submission of requirements and reports submitted by unit supply sergeant, administrative NCO and training NCO. Advises commander on training, logistics, personnel and unit readiness requirements. Drafts unit training plans and schedules for approval. Supervises the overall operations of the full-time unit support staff.

**HOW TO APPLY**

All applicants must submit a complete application packet to be considered for an AGR position. Applicants must forward the forms listed below to arrive in the Human Resource Office no later than 1600 est. hours on the Closing Date indicated above. E-mail applications to: [ng.in.inarnng.mbx.j1hr-agr-army@mail.mil](mailto:ng.in.inarnng.mbx.j1hr-agr-army@mail.mil) subject line must read (AGR application Informal last name). **Combine all documents into 1 or 2 attached files. Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted.** If possible, please scan packet in as a .tif file and e-fax. If the application packet is too large to be sent in one email, break the packet into two separate attachments and send it in two separate emails. If sending multiple emails, subject line must end in 1 of 2, 2 of 2 (example- AGR application Informal Smith, 1 of 2). For questions, please email: [ng.in.inarnng.mbx.j1hr-agr-army@mail.mil](mailto:ng.in.inarnng.mbx.j1hr-agr-army@mail.mil). **HRO will not review the application for completion or accuracy before the closing date. The applicant is responsible to ensure the application is complete and all required documents are correct and included.** If the application is incomplete, HRO will notify the applicant, and the applicant will have 24 hours to furnish the missing documentation. After that period has lapsed and documentation has not been completed, a letter will be sent to the individual indicating the reason for disqualification.

**REQUIRED DOCUMENTS:**

Encl: **NGIN Form 112 INARNG Requirements for On Board AGR Applications**  
**Example forms are located in a Zip file within the Job Announcement**