



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
Informal

OPENING DATE: 09 February 2015 **CLOSING DATE:** 19 February 2015 **RANK/GRADE:** E6 (P) – E7
POSITION TITLE: Rec & Ret Operations NCO **MOS/AOC/BRANCH:** 79T40
DUTY LOCATION: INARNG Recruiting & Retention Battalion Muncie, IN 47905
SELECTING OFFICIAL: Mr. Mel Cravens, 317-964-7092
VICE: Vacant

WHO MAY APPLY:

ENLISTED. E6 applicants must be #1 on EPS List. For On Board Only Announcements, who are serving Active Guard/Reserve (AGR) tours. Personnel who are members or are eligible to become members of the Indiana Army National Guard. **Position is open to female Soldiers.**

MILITARY COMPATIBILITY:

Upon selection, individual must be MOS qualified. Individual must also maintain satisfactory membership in the IN ARNG to include adherence to APFT and the height/weight standards. Applicant must have current APFT within 6 months of announcement closing date. Applicant must hold or be eligible to hold MOS 79T. Requires minimum score of 110 in aptitude "GT" waiverable to 100 with a score of 100 in aptitude area ST for test administered prior to 2 January 2002 or minimum score of 110 in aptitude area "GT" waiverable to 100 with a score of 96 in aptitude area ST for test administered on and after 2 January 2002. Physical Profile requirement for initial award of MOS is 132221.

LENGTH OF TOUR:

3 YEARS – Subject to program continuance; members successfully completing initial tour will be afforded priority for tour extension, after completing initial tour.

DUTIES AND RESPONSIBILITIES:

Primary responsibility of a Recruiting and Retention NCO he/she serves as the Indiana Army National Guard ambassador within the community; recruits, determines applicant enlistment eligibility, counsels applicants on enlistment programs and options; prepares enlistment applications and processes qualified applicants to enlist into the INARNG; accounts for and prepares future warriors for initial entry training; implements and conducts National Guard awareness programs throughout an assigned geographical area; maintains a network of influencer's to include parents, educators and community officials in assigned high schools; responsible for thousands of dollars' worth of government equipment.

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.inarng.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 efax. 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.inarng.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**

Military Biographical Sketch

Example forms are located in a Zip file within the Job Announcement