



INDIANA NATIONAL GUARD – HUMAN RESOURCES OFFICE (NGIN-PEH-A)
2002 SOUTH HOLT ROAD
INDIANAPOLIS, IN 46241
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On Board Only
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
Informal

OPENING DATE: 24 February 2015 **CLOSING DATE:** 06 March 2015 **RANK/GRADE:** E6
POSITION TITLE: Retention NCO **MOS/AOC/BRANCH:** 00F30
DUTY LOCATION: JFHQ-IN, w/ FTUS duty at HQ's 81st Troop Command, Terre Haute, IN 47803
SELECTING OFFICIAL: MSG Adrian Hales 317-247-3300 ext. 88908
VICE: SSG Parris

WHO MAY APPLY:

ENLISTED. E5 must be #1 on current list. For On Board Only Announcements, who are serving Active Guard/Reserve (AGR) tours. **Position is open to female Soldiers.**

MILITARY COMPATIBILITY:

Individual must also maintain satisfactory membership in the IN ARNG to include adherence to APFT and the height/weight standards.

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:

Battalion Strength Manager for units of 81st Troop Command; advises, supervises and assists Unit Command teams on attrition management and retention activities; assist development of a Unit strength maintenance plan; prepare and submit retention status reports; work with and develop duties for Unit Career Counselors; assist Unit leadership in administering the Unit Sponsorship Programs; conduct interviews and counseling on all aspects of the retention program (sponsorship, ETS, etc); communicate benefits and incentives; develop and implement Unit attrition/retention plan; complete action on Soldiers issues to minimize retention issues.

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