



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
15-022-A**

OPENING DATE: 09 April 2015	CLOSING DATE: 23 April 2015	RANK/GRADE: SSG/E6
POSITION TITLE: Medical Readiness NCO		MOS/AOC/BRANCH: 12T30
DUTY LOCATION: HHC 113 th EN BN		
SELECTING OFFICIAL: MSG Kirk Brownson, 317-247-3300 ext 88003		
VICE: SSG Buikema		

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. A physical profile of 221211. A minimum score of 105 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 102 in aptitude area ST on ASVAB tests administered on and after 2 January 2002. A minimum score of 101 in aptitude area ST on ASVAB tests administered on and after 1 July 2004.

DUTIES AND RESPONSIBILITIES:

Manage the full medical readiness of the battalion. Tracks Line of Duty (LOD) investigations, physical profiles, dental readiness, immunizations, and processing medically non-deployable Soldiers through the physical disability evaluation system. Consolidate data for reports and briefings to battalion staff and higher. Ensure the continued qualification of medics in the battalion along with training, reporting of CEU's and certifications. Completes other tasks as assigned.

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 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