



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 Announcement (Informal)  
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)  
VACANCY ANNOUNCEMENT  
15-034-I**

<b>OPENING DATE:</b> 17 June 2015	<b>CLOSING DATE:</b> 27 June 2015	<b>RANK/GRADE:</b> SSG/E6
<b>POSITION TITLE:</b> Protocol NCO		<b>MOS/AOC/BRANCH:</b> 00F30
<b>DUTY LOCATION:</b> HHD JFHQ-IN, Indianapolis, IN 46241		
<b>SELECTING OFFICIAL:</b> CW5 Keene, CCWO, 317-247-3300 ext. 73112		
<b>VICE:</b> Vacant		

**WHO MAY APPLY:**

**ENLISTED.** For On Board Only Announcements, who are serving Active Guard/Reserve (AGR) tours. Personnel who are 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 INARNG 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:**

Must be able to foster understanding and cooperation between organizations, individuals, corporations and foreign bodies. Must be able to foster and develop international relations and interpersonal relations between the INARNG and universities, cultural institutions and foreign dignitaries. Must have knowledge of international affairs, possess good communication skills and behavioral etiquette. Advises staff on formalities and courtesies observed with foreign visitors. Plan the timetable of foreign visitors to include courtesy tours of facilities and landmarks of the INARNG. Organizes events that involve international relations. Facilitates the travel of staff members to other countries on official business. Appointed as Contracting Officer's Representative (COR) and performs duties commensurate with position. Accomplish other duties 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](mailto: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](mailto: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**