



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**  
**15-053-A**

**OPENING DATE:** 21 September 2015 **CLOSING DATE:** 01 October 2015 **RANK/GRADE:** SFC/E7  
**POSITION TITLE:** Rec & Ret RSP RNCO **MOS/AOC/BRANCH:** 00F4X  
**DUTY LOCATION:** INARNG Recruiting & Retention Battalion Evansville, IN 47715  
**SELECTING OFFICIAL:** Mr. Mel Cravens, 317-964-7092  
**VICE:** Vacant

**WHO MAY APPLY:**

**ENLISTED.** For On Board Only Announcements, who are serving Active Guard/Reserve (AGR) tours. **Position is open to female Soldiers.**

**MILITARY COMPATIBILITY:**

"Expert" or "Senior" Recruiting Badge preferred but not required. MOS 00F4X is MOS immaterial. Must hold a minimum of a National Agency Check with Local Record & Credit Checks (NACLC) "and" either hold or be eligible to hold a Secret security clearance. Army Physical Fitness Test (APFT) must be current within 6 months of announcement closing date.

**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:**

The Senior RSP Sergeant is responsible for the overall daily execution of all activities of the RSP. These duties include, but are not limited to: Prioritizes ARNG-GSS-S training guidance, organizes and implements company training schedules to reflect ARNG-GSS-S goals. Responsible for overseeing all weekend training activities and support. Provides training guidance to RSP companies. Ensure training schedules are submitted to higher HQ NLT 120 days out (draft) and 90 days out (final) and reflect the Yearly Training Calendar (YTC). Publishes training goals, objectives, and YTC. Ensures all guidance is distributed to the RSP staff and the IADT Manager. Responsible for coordinating all administrative and logistical actions within the RSP. Audits RSP training records. Designated Safety NCO for the RSP. Ensures VULCAN database is updated regularly. Coordinate and conduct all RSP training/coordination meetings. Directly supervises all FTS personnel assigned. Act as the LNO to the 1SG or REC & REC Section Chief to ensure that the RRNCOs maintain continuity with the Soldiers from the time of enlistment through BHO at Gold Phase. Also, identify and communicate any issues. Facilitates weekly conference call (At Risk, 90-120 shippers, ten month no BCT, 18 month non-MOSQ). Ensures monthly RSP AARs from each company are completed and submitted. Initiate corrective actions based upon AAR comments. Near-term planning (120 days and in). Shippers day / night activities (METTC). Transfer training records back to owning unit via the ERM system, as the Soldier's record is updated at the training base. Performs Drill Sergeant Duties during IADT weekends. Conduct training meetings. Accountable for all assigned RSP Soldiers and cadre. Address administrative and logistical issues as necessary. Ensure counseling is conducted on all assigned RSP Soldiers. Conducts quality checks and audits RSP VULCAN database. Monitor seat utilization and promote off-peak and quick ship opportunities. Prepare and mail monthly drill letters and welcome letters. Provides updates and feedback to ARNG-GSS-S as necessary.

## NOTES:

Applicants applying for POSTA positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, applicants can be hired in a temporary ADOS status until NGB Level Checks come back favorable.

- Must not have a Type I or Type II Offense (See HQDA EXORD 161-13, Annex B)
- Must be able to produce a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results from the Nationwide FBI Database after completing a DD Form 369 and digital fingerprint capture system.
- Must complete, and provide, a Behavioral Health Interview (DA Form 3822) to local RRBN CDR.
- Must have favorable results from:
  - Department of Army Inspector General (DAIG)
  - Criminal Investigation Division (CID)
  - Office of Military Personnel File Review
  - Army Substance Abuse Program

## 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**