



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
16-008-A**

OPENING DATE: 20 November 2015	CLOSING DATE: 29 November 2015	RANK/GRADE: E5/E6
POSITION TITLE: Visual Info Equip Operator		MOS/AOC/BRANCH: 25B30
DUTY LOCATION: HQ, 138 th REGT, BLDG 5, Edinburgh, IN 46124		
SELECTING OFFICIAL: SGM Craig L. Lehman, 317-247-3300 x61364		
VICE: SFC Smith		

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 hold a Secret Security Clearance. Must either hold or be eligible to hold Military Occupational Specialty (MOS) 25B. If non-duty MOSQ, Soldier must meet all requirements for MOS reclassification. Requires minimum score of 100 in aptitude area "ST" in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002 OR a minimum score of 96 in aptitude area "ST" on ASVAB tests administered on and after 2 January 2002 but prior to 1 July 2004 OR a minimum score of 95 in aptitude area "ST" on ASVAB tests administered on or after 1 July 2004. Physical Profile requirement for initial award of MOS is 212221.

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 Visual Info Equip Operator is to supervise the deployment, installation, operation and maintenance of computer systems and LAN. Performs senior level SA functions, and advance level CE. Provides support for the NE in unclassified and classified networks (Brigade to Army, Joint and National levels). Manages accounts, network rights, and access to CE systems and equipment. Supervises the installation and operation of systems in support of Information Dissemination and Content Staging. Supervises and performs IA functions. Performs CND functions at tactical and strategic levels; installs perimeter defense systems including intrusion detection and protection systems, firewalls, and grid sensors. Writes standard operating procedures for all automation systems within the LAN and assists in the planning, configuration, management, and monitoring of the WAN. Assists in the planning and implementation of the units' computer life cycle program. Develops and provides training to service support personnel, functional users and staff personnel in computer and information systems matters. Other duties include: Assistant COMSEC Manager; COMSEC Manager; Supervises NETOPS Service Desk.

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