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

Open Nationwide Announcement
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
16-011-A

OPENING DATE: 06 January 2016 **CLOSING DATE: 20 January 2016** **RANK/GRADE:** E5 – E6

POSITION TITLE: Admin NCO **MOS/AOC/BRANCH:** 42A3O

DUTY LOCATION: CO A 2-20 Special Forces Group (SFG), Indianapolis, IN 46241

SELECTING OFFICIAL: SGM Winters, Robert, 317-247-3300

VICE: Vacant

WHO MAY APPLY:

Members with rank higher than position identified are eligible to apply, but will be required to take a reduction should they be selected. Personnel who are members or are eligible to become members of the Indiana Army National Guard. Position is **NOT** open to female Soldiers.

REMARKS:

PCS Available. Acceptance of an AGR position will result in termination of Selected Reserve bonuses.

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 INARNG to include adherence to APFT and the height/weight standards. Requires a minimum score of 95 in aptitude area CL on Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002, a minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004, or a minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004. As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB. Physical profile requirement is Airborne Course physical per Standard Form 2808. Must be Airborne qualified or be able to attend the Airborne course. Must hold or be eligible to obtain a Secret Security Clearance. Other requirements are listed in DA PAM 611-21.

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.

AGR PROGRAM BENEFITS:

Salary is determined by military grade and time in service. Member is authorized subsistence allowance, Basic Allowance for Housing (BAH), thirty (30) days annual leave; medical and dental care. TRICARE Prime Remote or TRICARE Standard coverage for dependents. Military Exchange and Commissary privileges.

DUTIES AND RESPONSIBILITIES:

Human Resources Sergeant responsible for personnel and administrative support at the unit level. Serves as Subject Matter Expert (SME) and advisor of all personnel functions. Manages, processes, reviews, and coordinates admin tasks pertaining to personnel accountability, strength management, evaluations, awards, promotions, reductions, and legal actions. Processes updates to Soldiers records.

AGR PROGRAM MINIMUM QUALIFICATION REQUIREMENTS:

1. Must be a member or eligible to become a member of the Indiana Army National Guard. Selected individual must extend/enlist for a period equal to the AGR tour.
2. Must meet medical standards prescribed by NGR 600-5, Chapter 3, AR 40-501 and physical standards prescribed by AR 600-9.
3. The individual must be eligible to complete a minimum of five (5) years in AGR status immediately prior to his/her mandatory separation date or prior to completing 18 years of Active Federal Service.
4. Individual must not be eligible for, nor receiving a federal military retired or retainer pay, nor federal service annuities.
5. Individual must possess or be able to obtain appropriate security clearance.
6. Must not be a candidate for elective office, holding a civil office (full or part-time), or engage in partisan political activities as defined by DoD Directive 5500.7, Joint Ethics Regulation.
7. Applicant selected will be subject to State Military Justice procedures/statutes and State Civil Laws/statutes, as appropriate, when serving under provisions of Title 32 U.S.C.
8. Applicant must meet other eligibility requirements for AGR service under the provisions of AR 135-18 and NGR 600-5.
9. Individual maintain satisfactory membership in the INARNG to include adherence to APFT and the height/weight standards.
10. Applicants selected will not be reassigned during the first 18 months of the initial tour, unless waived by The Adjutant General for mobilization, force structure changes or command directed reassignments.

**Upon selection, individuals will undergo a background check to validate suitability for employment with the federal government as permitted by law, regulation, Presidential order or other authority. Suitability is dependent upon the particular requirements for security clearance, sensitivity level, and DOD IT network access. Items checked include, but are not limited to all criminal history record information, employment history, education and fiscal accountability/responsibility. **

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 pdf file. 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 15-006-A 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 113 INARNG Requirements for Open AGR Applications.**

If already on-board AGR, please contact the above email address for the correct forms needed.

All Example forms are located on the Job Announcement within a ZIP file.