



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 Statewide Announcement
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
16-028-A-Informal**

OPENING DATE: 03 March 2016 **CLOSING DATE:** 12 March 2016 **RANK/GRADE:** MAJ/O4-LTC/O5***
POSITION TITLE: Public Affairs Officer **MOS/AOC/BRANCH:** 46A00
DUTY LOCATION: JFHQ-IN, 2002 South Holt Road, Indianapolis, IN 46241
SELECTING OFFICIAL: BG Westfall, Ronald (317) 247-3300 X 73441
VICE: LTC VanBree, Cathleen

*****WHO MAY APPLY:**

Position is OPEN to female Soldiers. Position is open to MAJ/O4 but rank of LTC/O5 MUST already be on-board.

REMARKS:

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

MILITARY COMPATIBILITY:

Must be eligible to become AOC 46A branch qualified within 12 months of being hired into position.

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:

Assess the public affairs situation, advise senior leaders on public affairs issues, and assist them in making well-informed decisions, and translate the decisions into effective public affairs operations. PAOs plan and execute communication strategies to achieve desired objectives, and evaluate the effectiveness of the programs. The PAO analyzes the situation, anticipates issues, assesses implications, and develops comprehensive operations to meet the news and information needs of internal and external audiences. The PAO also facilitates media relations with domestic and international news media. The PAO supervises photojournalists and broadcasters who create information for print, broadcast and digital media. Provide media training for senior leaders, respond to media queries, plan and coordinate community events, develop and execute communication plans, evaluate the effectiveness of communication activities, supervise photojournalists and broadcasters, advise senior leaders on the implications of unit actions, communicate news and information to the internal military audience.

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 JA 16-023-A last name). **Combine all documents into 1 or 2 attached files; no portfolio 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 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, HT/WT memo, NGB 34-1.

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