



Joint Force Headquarters Indiana Army National Guard Vacancy Announcement



OPEN

Human Resources Office 3762 W Morris St Indianapolis, IN 46241-4839		Announcement No. 14-055-A	Date Issued 28 May 2014	Closing Date 12 June 2014
Commercial Phone	DSN Phone	Salary Range	Component	Grade
(317) 247-3300 ext 74013	369-2300 74013	AGR	Army National Guard	SSG/E-6
Permanent Change of Station (PCS): PCS funds <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT available				Unit of Assignment & Location
Position Title		Type of Appointment		
Recruiting & Retention NCO Various Locations		<input checked="" type="checkbox"/> Military Duty Tour (AGR), Title 32, U.S.C., Sec 502(f) -		INARNG R&R BN Indianapolis, IN 46216
Announcement Open to:				
<input checked="" type="checkbox"/> Officers Only <input checked="" type="checkbox"/> Open to current <u>on-board Active Guard Reserve (AGR)</u> members of the Indiana Army National Guard <input checked="" type="checkbox"/> Open to those <u>eligible to become Active Guard Reserve (AGR)</u> members of the Indiana Army National Guard <input checked="" type="checkbox"/> Open to Female soldiers.				
Military Grade Requirements:	Minimum Grade:	SPC/E-4	Maximum Grade:	SSG/E-6
<p>Compatible Military Assignment: Must either hold or be eligible to hold Military Occupational Specialty (MOS) 79T. A minimum score of 110 in aptitude area GT waive able to 100 and 100 in aptitude area ST in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 110 in aptitude area GT waive able to 100 and 96 in aptitude area ST on ASVAB tests administered on and after 2 January 2002. A physical profile of 132221. Must either hold or be eligible to hold a Secret security clearance. DMOS: 00F34.</p> <p>Duties and Responsibilities: Primary responsibility of a Recruiting and Retention NCO he/she serves as the Indiana Army National Guard ambassador within the community; recruits, determines applicant enlistment eligibility, counsels applicants on enlistment programs and options; prepares enlistment applications and processes qualified applicants to enlist into the INARNG; accounts for and prepares future warriors for initial entry training; implements and conducts National Guard awareness programs throughout an assigned geographical area; maintains a network of influencers to include parents, educators and community officials in assigned high schools; responsible for thousands of dollars worth of government equipment.</p> <p>Conditions of Employment (AGR position):</p> <p>Requirements:</p> <input checked="" type="checkbox"/> *Must be able to obtain a 20 year Active Duty retirement prior to MRD or age 60* <input checked="" type="checkbox"/> Once selected and assigned, AGR members must remain in the position for a minimum of Thirty-six (36) months. <input checked="" type="checkbox"/> Applicants must meet requirements of Chapter 3 medical standards per AR 600-9 and AR 40-501. <input checked="" type="checkbox"/> Continuation in the AGR program is based on satisfactory job performance, medical qualifications, and approval of TAG.				

THE INDIANA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER. ALL APPLICANTS WILL BE GIVEN CONSIDERATION WITHOUT REGARD TO COLOR, RACE, RELIGION, NATIONAL ORIGIN, GENDER, AGE OR ANY OTHER NON-MERIT FACTOR.

- Once selected, members must maintain qualifications for mobilization and attend all Unit Training Assemblies (UTA), exercises, and periods of annual training.
- Current Technician employees that enter into the AGR program will be separated (or given the option of entering LWOP) from their Technician employment on the day prior to the AGR status effective date.
- If selected, a criminal history check will be conducted. Results of this investigation may cause personnel not to be hired.
- Medical/Physical:** Applicants must meet any medical standards or physical requirements designated for the position.
- Direct Deposit/Electronic Fund Transfer Program:** Selectee is required to participate as a condition of employment.

APPLICATIONS AND SELECTION PROCEDURES:

INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.

Applicants, as a minimum will submit the following (in order):

- NGB Form 34-1**, dtd 201011 (Application for Active Guard/Reserve Tour)-must be completed and signed (Not required for On-Board AGR).
- Memo** explaining any “Yes” answers (except 9&10) to **Section IV** on 2nd page of NGB Form 34-1 (If applicable)
- DA 4187** signed by SRFTUS. (Required for On-Board AGR ONLY).
- Memo** with contact info. (Include additional email addresses and alternate phone numbers with extensions)
- Copy of **DA Form 2-1** or **DA Form 2** as appropriate. (Complete w/ ASVAB scores)
- Medical Protection System (**MEDPROS**) printout (Current printout within 30 days)
- Applicant must furnish a copy of his/her current **Temporary/Permanent Profile** (if applicable).
- NGB Form 23b (**RPAM Statement**). - **not required for On-Board AGR.**
- Copies of all **DD Form 214s** - **not required for On-Board AGR.**
- NCOERs:** Last **5 years of consecutive NCOERs.**
- Letter of Recommendation:** All E4 and below. E5 and above who do not meet the NCOER requirement due to being promoted after 2009 needs a Letter of Recommendation. Letter of Recommendations do not take place of missing NCOERs. No exceptions.
- A current **height/weight statement** from **Commander** that verifies your height/weight.
- (**Must be current within 30 days**)
- If you exceed the MAW, you must submit a **DA Form 5500-R**, Body Fat Content Worksheet
- (**Must be within 30 days**)
- Copy of current **DA Form 705** (APFT Scorecard **completed w/ht and wt**) with last **2 Record APFT.**
Test must be within 9 months for AGR personnel.

DO NOT FORGET TO KEEP A COPY OF YOUR APPLICATION.

- Applications must be delivered, emailed, or mailed to the Joint Forces Headquarters of Indiana Human Resources Office and must be received no later than **1600 EST hours on the closing date of this announcement.** **DO NOT CALL HR in regards to board times/dates. HR will notify you if you are selected.** Mailing address: Joint Forces Headquarters of Indiana, ATTN: Human Resources Office, AGR Branch, 2002 South Holt Road, Indianapolis, IN 46241-4839 , Email: ng.in.inarng.mbx.mdhrweb@mail.mil. Original signature will be required for EMAILED copies at the time of the interview. **If emailed, submit all documents combined into ONE PDF attachment.**

Coordinating Official: Melvin D. Cravens, HR Manager, INARNG RRB (317) 964-7092 melvin.d.cravens.ctr@mail.mil

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