



## Joint Force Headquarters Indiana Army National Guard Vacancy Announcement



### INFORMAL INARNG In-State Only On-Board AGR Only

Human Resources Office 3762 W Morris St Indianapolis, IN 46241-4839		<b>Announcement No.</b>		<b>Date Issued</b>		<b>Closing Date</b>	
		Informal		04 June 2014		19 June 2014	
<b>Commercial Phone</b>	<b>DSN Phone</b>	<b>Salary Range</b>		<b>Component</b>		<b>Grade</b>	
(317) 247-3300 ext 74013	369-2300 ext 74013	AGR Only		Army National Guard		E6 / E7	
<b>Permanent Change of Station (PCS):</b> PCS funds <input checked="" type="checkbox"/> ARE <input type="checkbox"/> ARE NOT available							<b>Unit of Assignment &amp; Location</b>
<b>Position Title</b>				<b>Type of Appointment</b>			
Executive Assistant INO 1210/005				<input checked="" type="checkbox"/> Military Duty Tour (AGR), Title 32, U.S.C., Sec 502(f) -			JFHQ-IN-HHD Indianapolis, IN 46241
<b>Announcement Open to: Current Members of the Indiana Army National Guard – In State Only</b>							
<input checked="" type="checkbox"/> Enlisted Only <input checked="" type="checkbox"/> Open to current on-board Active Guard Reserve (AGR) members of the Indiana Army National Guard. <input checked="" type="checkbox"/> Open to Female soldiers.							
<b>Military Grade Requirements:</b>		<b>Minimum Grade:</b>		<b>SSG/E-6</b>	<b>Maximum Grade:</b>		<b>SFC / E-7</b>
Duty MOS for this position is <b>00F</b> (MOS immaterial). <b>MOS requirements:</b> Soldiers occupying 00F positions will maintain a PMOS required for the duties associated with the position, if one is required. When a Soldier holds more than one MOS that could be used, the MOS that is most closely related to the position will be used. The Soldiers PMOS will be the Soldiers CPMOS. This is the MOS in which the Soldier will seek further assignments and promotion opportunities. Physical profile requirement for initial award of MOS: N/A. <b>Special requirements in addition to normal qualifications:</b> Provide administrative assistance to the State General Officers, Chief of Staff and Command Sergeant Major. Review and prepare memorandums, unit certificates, briefing materials and media products. Synchronize and maintain command group battle rhythm, calendar events, distribution lists, shared folders, training obligations and various ceremonies. Request orders, create authorizations, track and complete all DTS requirements for entire command section. Provide Command Enlisted Staff oversight and coordinate efforts between all Aide de Camps. Maintain accountability for both installation and organizational equipment.							
<input checked="" type="checkbox"/> <b>Security Clearance:</b> Selectee must have or be eligible to obtain a SECRET security clearance. <input checked="" type="checkbox"/> <b>Vice:</b> SFC Melissa McCoy							

**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.**

**APPLICATIONS AND SELECTION PROCEDURES:**

**INCOMPLETE APPLICATION PACKETS WILL NOT BE CONSIDERED.**

**Applicants, as a minimum will submit the following**

- Copy of this Job Announcement.
- DA 4187** signed by SRFTUS and SM.
- Memo** with contact info. (Include additional email addresses and alternate phone numbers with extensions.)
- Copy of **ERB**. (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.)
- NCOERs**: Last **5 years of consecutive** NCOERs.
- 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 current within 30 days.**)
- Copy of current **DA Form 705** (APFT Scorecard **completed w/ht and wt**) with last **2 Record APFT**.

**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.inarmg.mbx.mdhrweb@mail.mil](mailto:ng.in.inarmg.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: State CSM Jim Gordon, (317) 247-3280, [james.r.gordon24.mil@mail.mil](mailto:james.r.gordon24.mil@mail.mil)**

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