



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 **Nationwide
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
15-012-A**

OPENING DATE: 06 January 2015 **CLOSING DATE:** 20 January 2015 **RANK/GRADE:** E7 (P) – E8
POSITION TITLE: Operations NCO **MOS/AOC/BRANCH:** 18Z5P
DUTY LOCATION: JFHQ-IN, CO A 2-20 Special Forces Group (SFG)
SELECTING OFFICIAL: SGM Robert Winters, 317-247-3210
VICE: Vacant

WHO MAY APPLY:

ENLISTED (E-7 (P) or E-8). For On Board Only Announcements, who are serving Active Guard/Reserve (AGR) tours. Personnel who are members or are eligible to become members of the Indiana Army National Guard. **APPLICANT MUST BE CMF 18 QUALIFIED IN ORDER TO APPLY.** Position is closed to female Soldiers.

MILITARY COMPATIBILITY:

Upon selection, individual must be MOS qualified. Individual must also maintain satisfactory membership in the IN ARNG to include adherence to APFT and the height/weight standards.

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:

Based on command guidance, assists the Operations Officer / Training NCO in drafting training directives, yearly training programs, circulars, MTL / METL's, operations orders and other memorandum in compliance with directives from higher headquarters. Monitors, reviews and analyzes various training reports, and distributes reports and training related correspondence necessary for the efficient operation and training of the command. Maintains the S3 functional files and files on pertinent training related activities. Insures the maintenance of a library of training materials and publications within the S3 area. Assists the Operations Officer / Training NCO in evaluating and determining the current training status of the command. Provides assistance to unit Training NCO's in the conduct of day-to-day operations and assists in the development of unit level training programs. Assists the Operations Officer / Training NCO in the management of ammunition including determining requirements, forecasting, allocations, unit requests and monitoring of ammunition usage. Screens service school applications, NGB 102-10's, DD 1610's, training aids, videos and other material necessary to support training, to insure all requirements are met. Assists in the coordination and preparation for use of training areas and ranges to ensure successful completion of scheduled training activities. Assists the Sergeant Major of the unit in the management, implementation and evaluation of the NCODP and Individual MOS training. Assists the SGM/S3/Training NCO in monitoring the Mobilization Readiness of the command. Assists The Operations Officer / Training NCO in monitoring traditional resources, identifying shortfalls, and requesting additional resources from appropriate headquarters. Assists The Operations Officer / Training NCO in the supervision of the Command Security Program. Acts as the ODB Operations NCO and conducts additional duties as required.

Additional notes: Must be static line jumpmaster qualified, APFT within SF standard no less than 80% in each event, IAW USASOC 350-1.

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**
Military Biographical Sketch

Example forms are located in a Zip file within the Job Announcement