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
16-003-A

OPENING DATE: 29 October 2015 **CLOSING DATE: 11 November 2015** **RANK/GRADE:** E4 – E5

POSITION TITLE: Property Book NCO **MOS/AOC/BRANCH:** 92Y2O

DUTY LOCATION: Centralized Property Book Office (CPBO), 2002 South Holt Road, Indianapolis, IN 46241

SELECTING OFFICIAL: CW4 Scott Wolff, 317-247-6081

VICE: Open (2 Vacancies)

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 open to female Soldiers.

REMARKS:

PCS Available. Acceptance of an AGR position will result in termination of Selected Reserve bonuses and removal from current EPS List.

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 IN ARNG to include adherence to APFT and the height/weight standards. A physical profile of 222222. A minimum score of 95 in aptitude area CL on ASVAB tests administered prior to 02 January 2002 or a minimum score of 92 in aptitude area CL on ASVAB tests administered on or after 02 January 2002 and prior to 01 July 2004 or a minimum score of 90 in aptitude area CL on ASVAB tests administered on or after 01 July 2004.

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:

Process daily property book transactions; maintains liaison with supported units; reviews hand receipt listings, monthly consolidated printouts and other reports as required; initiates minor adjustments and daily data input; posts transactions to organizational and installation property books and supporting document files; assists with change of command and change of supply inventories; work daily in multiple automated logistics systems; informs Accountable Officer regarding

trends within area of responsibility; works daily in the Army Enterprise Systems Integration Program (AESIP), U.S. Army Force Management Support Agency (USAFMSA) and the Logistics Information Warehouse portal (LIW); maintains and ensures accuracy of the support units tracking board, supporting document files, and unit delegation of authority binders; maintains team suspense binder, maintains and distributes the Consolidated Property Book Office (CPBO) turn in/lateral transfer (TILT) suspense tracker for the Senior Property Book Officer; maintains the Campaign on Property Accountability (COPA) report for the CPBO. Complies with appropriate regulations, forms, and procedures pertaining to property books, hand receipts, and other property accounting documents.

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