



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
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
16-030-A**

OPENING DATE: 11 March 2016 **CLOSING DATE:** 20 March 2016 **RANK/GRADE:** E5 – E6
POSITION TITLE: Recruiting & Retention NCO **MOS/AOC/BRANCH:** 00F34
DUTY LOCATION: INARNG Recruiting & Retention Battalion (Various Locations) (OML)
SELECTING OFFICIAL: Mr. Mel Cravens, 317-247-3300 ext: 77092
VICE: Vacant

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. 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. **Applicant must have current RECORD APFT within 6 months of announcement closing date.**

MILITARY COMPATIBILITY:

Must either hold or be eligible to hold Military Occupational Specialty (MOS) 79T. Must hold a minimum of a National Agency Check with Local Record & Credit Checks (NACLC) "and" either hold or be eligible to hold a Secret Security Clearance. MOS Requirements for non-MOS qualified applicants: Requires minimum score of 110 in aptitude "GT" waiverable to 100 WITH a score of 100 in aptitude area ST for test administered prior to 2 January 2002 or minimum score of 110 in aptitude area "GT" waiverable to 100 with a score of 96 in aptitude area ST for test administered on and after 2 January 2002. Physical Profile requirement for initial award of MOS is 132221. **MUST MEET POSTA REQUIREMENTS (see page 2)**

LENGTH OF TOUR:

3 YEARS – Subject to program continuance and meeting POSTA requirements; 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:

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.

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 **SECRET** 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.

RECRUITING AND RETENTION NCO'S MUST MEET THE FOLLOWING POSITIONS OF SIGNIFICANT TRUST AND AUTHORITY (POSTA) REQUIREMENTS:

Reference: ALARACT 188/2014 20140726; PPOM #15-040 20151216 *Suitability and Security Screening Policy*.

Note: Applicants applying for POSTA positions must meet all the requirements listed prior to becoming eligible for acceptance into the AGR program. After State Level Checks have come back favorable, applicants can be hired in a temporary ADOS status until NGB Level Checks come back favorable.

- Must not have a Type I or Type II Offense (See ALARACT 188/2014, Annex B)
- Must not have unfavorable admin reports (See ALARACT 188/2014, Annex B)
- Must have a favorable National Agency Check with Law and Credit (NACLC)
- Must complete a Department of the Army Sensitive Duty Assignment Eligibility Questionnaire (DA Form 7424)
- Must not be listed on the National Sex Offender Public Website
- Must receive favorable results from the Nationwide FBI Database after completing a DD Form 369 and digital fingerprint capture system.
- Must receive favorable results from state and local police checks.
- Must complete a Behavioral Health Interview (DA Form 3822).
- Must have favorable results from:
 - Department of Army Inspector General (DAIG)
 - Criminal Investigation Division (CID)
 - Office of Military Personnel File Review
 - Army Substance Abuse Program

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.inarnng.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 112 INARNG Requirements for On-Board AGR Applications, DA 4187 for On-Board AGR Applications, HT/WT Memo; DD 369**

INARNG Requirements for On Board AGR Applications

Application for On Board AGR Vacancy Announcement, _____.

1. I request consideration for the above vacancy. DA 4187 Signed by SRFTUS is attached.
2. Copies of my updated Soldier Record Brief (with ASVAB scores) and last five years of consecutive Evaluation Reports are attached.
3. Letter of Recommendation (individuals that do not have five consecutive years of evaluation reports).
4. My full-time Active Guard Reserve employment history, starting with the present, is as follows:

<u>Organization</u>	<u>Duty Position/MOS</u>	<u>Dates of Employment</u>	<u>Supervisor</u>	<u>Phone Number</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

9. My current Military Education Level is _____ I have have not completed this requirement.
10. Current APFT: (within 9 months) Date _____ Pass Fail
11. 2nd Record APFT: Date _____ Pass Fail
12. Most recent weight-in (within 30 days): Date _____ Pass Fail (Failure must include DA 5500-R/ DA 5501-R)
13. Most recent physical (must be current): Date _____
14. Where I can be contacted at: Home Phone _____ Work _____.
15. Home Address: _____.
16. Additional comments (you may include personal references):

Commander Signature: _____

Applicant Signature: _____

Name, Rank: _____

Name, Rank: _____

Position Title: _____

Position Title: _____



DEPARTMENT OF THE ARMY
INDIANA JOINT FORCES HEADQUARTERS NATIONAL GUARD
2002 SOUTH HOLT ROAD
INDIANAPOLIS, INDIANA 46241-4839

REPLY TO
ATTENTION OF

NGIN-PEH-A

February 2, 2016

MEMORANDUM FOR: NGIN-PEH-A

SUBJECT: Height and weight statement for _____

1. This memorandum is to confirm that _____ DOES / DOES NOT exceed his/her screening weight or body fat percentage for his/her age group. His/Her current height is ____ and weight is ____ as of DATE COMPLETED.

2. DA Form 5500-R (Body Fat Content Worksheet MALE) is enclosed, if applicable.
OR
DA Form 5501-R (Body Fat Content Worksheet FEMALE) is enclosed, if applicable.

3. _____ does not meet / meets the standards set forth in AR 600-9, dated 01 AUG 2006.

4. POC is _____.

SIGNATURE BLOCK

COMMANDING