



INDIANA NATIONAL GUARD
HUMAN RESOURCES OFFICE (NGIN-PEH-A)
2002 SOUTH HOLT ROAD
INDIANAPOLIS, IN 46241
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**Open Nationwide Announcement
ARMY NATIONAL GUARD ACTIVE GUARD RESERVE (AGR)
VACANCY ANNOUNCEMENT
17-001-E**

OPENING DATE: 21 September 2016 **CLOSING DATE:** 5 October 2016 **RANK/GRADE:** E4-E5
POSITION TITLE: Admin/Supply NCO **MOS/AOC/BRANCH:** 31B20
DUTY LOCATION: DET 1/384th MP CO. (CS), Evansville, IN 47715
SELECTING OFFICIAL: SGM Lehman, Craig, 317-247-3300 x 87716
VICE: Martin, Caleb

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 222221. Color discrimination of red/green. A minimum score of 95 in aptitude area ST in Armed Services Vocational Aptitude Battery (ASVAB) tests administered prior to 2 January 2002. A minimum score of 92 in aptitude area ST on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. A minimum score of 91 in aptitude area ST on ASVAB test administered on and after 1 July 2004.

LENGTH OF TOUR:

3 YEARS – Subject to program continuance; members will be evaluated through the initial tour continuation process where you may become career status.

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:

Is responsible for personnel and administrative support at the unit level. Serves as Subject Matter Expert (SME) and advisor of all personnel functions. Manages, processes, reviews, and coordinates admin tasks pertaining to personnel accountability, strength management, evaluations, awards, promotions, reductions, and legal actions. Processes updates to Soldiers records. Receives, inspects, inventories, loads, unloads, segregates, stores, issues, delivers and turns-in organization and installation supplies and equipment. Operates unit level computers (ULC). Prepares all unit/organizational supply documents. Maintains automated supply system for accounting of organizational and installation supplies and equipment. Issues and receives small arms. Secures and controls weapons and ammunition in security areas. Schedules and performs preventive and organizational maintenance on weapons. Inspects completed work for accuracy and compliance with established procedures. Coordinates supply activities. Reviews and annotates changes to unit material condition status report. Posts transactions to organizational and installation property books, and supporting transaction files. Determines method of obtaining relief from responsibility for lost, damaged and destroyed supply items. Systems that could possibly be utilized are: GCSS-A, ISM, AFMIS, FMS WeB, SIDPERs, and CCDF.

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 2, 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 **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.
11. Must possess a valid state motor vehicle operator license.

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** (ref. Required Documents) 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 JA 16-037-A last name). **Combine all documents into 1 or 2 attached files; no portfolio files. Hard copy applications such as faxed applications, hand carried applications, and mailed applications will no longer be accepted.** 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.inarnng.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 (NGB 34-1) is complete (to include signature) and all required documents as listed below are correct and included.** If an incomplete packet is received a letter will be sent to the individual indicating the reason for disqualification.

REQUIRED DOCUMENTS:

- NGIN Form 113
- NGB Form 34-1
- DA 705 (APFT Card) within 12 months
- Soldier Record Brief (with ASVAB scores)
- Retirement Points Accounting Management Sheet (RPAM)
- Last Five (5) consecutive Evaluation reports (NCOER)
- Letter of recommendation for Soldiers promoted after 2010
- Current Ht/ Wt: memo(within 30 days) -Failure must include DA 5500-R/ DA 5501-R
- All DD 214s
- MEDPROS printout (current within 30 days)

If already on-board AGR, please contact the above email address for the correct forms needed.