

**Illinois Army National Guard OPEN AGR VACANCY ANNOUNCEMENT 22B-006**  
**DEPARTMENT OF MILITARY AFFAIRS**  
**STATE OF ILLINOIS**  
**Camp Lincoln**  
**1301 North MacArthur Boulevard**  
**Springfield, Illinois 62702-2317**  
<https://www.il.ngb.army.mil/Employment/Army-AGR-Announcemnets/>

**ANNOUNCEMENT NUMBER: 22B-006**

**DATE: 15 Oct 21**

**CLOSING DATE: 14 Nov 21**

**POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:**

READINESS NCO, PARA 103 LINE 08, E6, 00F3

**APPOINTMENT FACTORS:**

**OFFICER()**

**WARRANT OFFICER()**

**ENLISTED(X)**

**LOCATION OF POSITION:**

139TH MPAD  
5200 SOUTH COTTAGE GROVE AVENUE  
CHICAGO, ILLINOIS 60615

**WHO MAY APPLY:**

Must be a current member of the National Guard within the grade(s) of E4 and E6.

**AREA OF CONSIDERATION:** This position is open to the grades of: **E4 to E6**. Individual selected will receive an AGR tour with the Illinois Army National Guard. **In order to be considered for this position, applicants must meet minimum qualifications as outlined on this announcement.**

**INSTRUCTIONS FOR APPLYING:** The documents listed WILL be submitted "**AS A MINIMUM.**" If any of the required documents are not reasonably available to you, a brief letter will be submitted citing the documents missing with a short explanation necessary to certify the soldier as eligible. **Failure to do so may result in a finding of ineligibility and may cause the applicant to lose consideration for this position.** Blank AGR application forms can be found on HRO's GKO page at the following link: [https://gko.portal.ng.mil/states/IL/fed\\_staff/hro/AGR/SitePages/Home.aspx](https://gko.portal.ng.mil/states/IL/fed_staff/hro/AGR/SitePages/Home.aspx)

1. Illinois Army National Guard (ILARNG) Military Tour Checklist
2. NGB Form 34-1 AGR Application
3. Copies of last 5 NCOERs (if applicable)
4. Enlisted Record Brief (Selection Board Only)
5. Retirement Points Accounting Management Sheet (NGB 23B) RPAM
6. All DD Form 214s/NGB Form 22s
7. Individual Medical Readiness Record (MEDPROS).
8. DA Form 705 (APFT), within the last 12 months (ensure height and weight are annotated on card).
9. DD Form 5500 (male)/DD Form 5501 (female) Body Fat Content Worksheet (if applicable)
10. Copy of Valid Permanent Profile (if applicable)
11. Memorandum to Selecting Official if applicable
12. Combine all documents into 1 PDF file; No attachments within the pdf file, no portfolio files, no tif files, and no jpg files will be accepted
13. Send all applications to the following email address: [ng.il.ilarng.list.j1-hro-agr-branch@mail.mil](mailto:ng.il.ilarng.list.j1-hro-agr-branch@mail.mil)

**POSITION COMPATIBILITY REQUIREMENTS:**

The individual must qualify for and be placed in the following compatible MOS/AOC: **00F3**

**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Applicants must meet initial eligibility requirements of Table 2-1, AR 135-18.
2. Applicants must satisfy requirements outlined in NGR 600-5, NGR 600-200, and NGR 601-1
3. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
4. Must meet the Army body fat standards IAW AR 600-9.
5. Must be able to possess a SECRET clearance
6. Must have a current Army Physical Fitness Test taken within 12 months of the start date.
7. Applicants for enlisted positions not MOS qualified must meet the PULHES and line score requirements and have the ability to take the Occupational Physical Assessment Test (OPAT) for award of the MOS (if required) in accordance with AR 611-21 and NGR 600-100 unless previously waived by proper authority.
8. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
9. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF)
10. Applicants must not be subject to flagging actions during selection or upon entering an AGR status.
11. Applicants separated from military service for cause constitutes ineligibility, unless National Guard Bureau (NGB) grants an approved exception to policy/regulation prior to application submission
12. No record of conviction by special or general courts-martial or civilian courts of offenses listed in AR 27-10 (Military Justice), chapter 24 or otherwise required to register as a sexual offender under AR 27-10, chapter 24.
13. Selectee must be able to complete a 3 year tour of active duty prior to completing 18 years of active federal service, unless waived by NGB.

**BRIEF JOB DESCRIPTION:**

Responsible for supervising the successful accomplishment of the commander's mobilization readiness objectives. Anticipates and recommends solutions for needs of the unit in all aspects of mobilization readiness. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates and maintains comprehensive mobilization plans including preparation of unit's Organizational Equipment Listing (OEL) reports, vehicle load plans, unit movement plans, convoy clearance requests, preparation of the Annual Post mobilization Training Support Report, the unit Alert Roster, and the unit Home Station Activities list and ensuring that the unit's Readiness. Reviews and implements mobilization directives and regulations. Obtains all required data for the Unit Status Report (USR) and assists the commander in preparing readiness reports as prescribed in AR 220-1. Monitors the Equipment on Hand (EOH) and the Equipment Readiness (ER) status of the unit and keeps the commander informed on these issues. Coordinates and prepares the USR/CRU and other training related reports required by higher headquarters. Maintains property accountability, ensuring all required classes of supply's are on hand or on valid requisition, scheduling all required inventories, audits and reconciliations, and the maintenance of Combat Parts Loads (CPL) if retained at unit level. Coordinates maintenance support required from supporting FMS or other installation maintenance support activities, and the integration of maintenance training with the supporting FMS shop chief. Recommends, to the Commander, courses of action to correct deficiencies in achieving maintenance standards and ensures the accountability and adequacy of CPLs, if maintained at FMS level. Must be proficient in unit level logistics procedures and policies. Supervises all data that is provided to the CRU. Supervises the drafting of training schedules for approval that comply with command guidance and directives and the publications of higher headquarters. Supervises the maintenance of the unit training library, and related training equipment and aids. Establishes a direct line of communication with training and mobilization action personnel at higher headquarters. Supervises the development and monitoring of a comprehensive MOS qualification training program. Advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers for them. Supervises the maintenance of records for the above programs, monitors the progress of officer and enlisted personnel section for personnel records updating. Coordinates and prepares the USR/CRU and other training related reports required by higher headquarters. Assists in the Army Warrior Task (AWT) program. Coordinates training and testing of unit personnel with test control officer/training officer as required. Supervises the overall operating of the full-time unit support staff. Responsible for ensuring that the commander's concept of operations for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel. Responsible for the supervision and management of the following Army systems: Digital Training Management System (DTMS), Mission Analysis Readiness Resource Synchronization (MARRS), Defense Travel System (DTS), Mobilization Planning Data Viewer (MPDV), Automated Funds Control Orders System (AFCOS), Integrated Personnel and Pay System – Army (IPPS-A), Database Input Website (DBIW), Total Ammunition Management Input System (TAMIS), Army Training Requirement and Resource System (ATRRS), Network Unit Status Report (NET USR), Global Combat Support System - Army (GCSSA), and Army Substance Abuse Program (ASAP). Performs other duties as assigned.

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**SELECTING SUPERVISOR:**

LTC David Malenfant, (309) 567-7933

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**CONTACT INFO:**

SGT Jordan D. Gibson

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**EQUAL OPPORTUNITY:**

The Illinois National Guard is an Equal Employment Opportunity Employer. Soldiers and Airmen will not be accessed, classified, trained, promoted, or otherwise managed on the basis of race, color, religion, gender, national origin, or reprisal, except as the direct combat probability coding policy applies to women.