

Illinois Army National Guard Open AGR Vacancy Announcement 22B-085
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-Announcements/>

ANNOUNCEMENT NUMBER: 22B-085

DATE: 29 Jul 22

CLOSING DATE: 28 Aug 22

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

Human Resources NCO, Para 135 Line 04, E5, 42A2

APPOINTMENT FACTORS:

Officer()

Warrant Officer()

Enlisted(X)

LOCATION OF POSITION:

HHC, 108th SB
1551 North Kedzie Avenue
Chicago, Illinois 60651

WHO MAY APPLY:

Must be a current member of the National Guard within the grades of E4 and E5.

AREA OF CONSIDERATION: This position is open to the grades of: **E4 to E5**. 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 below WILL be submitted AS A MINIMUM. If any of the required documents are not reasonably available to you, a brief memo 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 IGO page at the following link: <https://igo.portal.ng.ds.army.mil/fs/HRO/agr/AGR%20Forms/Forms/AllItems.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) - If 5 are not available, a letter of recommendation from your Unit Commander is required
 4. Enlisted Record Brief (Selection Board only) dated within the last 90 days
 5. Retirement Points Accounting Management Sheet (NGB 23B - RPAM) dated within the last 90 days
 6. All DD Form 214s/NGB Form 22s
 7. Individual Medical Readiness Record (MEDPROS) dated within the last 12 months
 8. DA Form 705 (APFT) dated within the last 12 months (ensure height and weight are annotated on the form)
 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 the 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. Naming Convention for AGR Application: AGR Vacancy Announcement #, Last Name, First Name, Rank
 14. Send all applications to the following email address: ng.il.ilamg.list.j1-hro-agr-branch@army.mil
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POSITION COMPATIBILITY REQUIREMENTS:

The individual must qualify for and be placed in the following compatible MOS/AOC: **42A2**

MINIMUM APPOINTMENT REQUIREMENTS:

1. The Illinois Army National Guard (ILARNG) will not access Soldiers into the Active Guard/Reserve (AGR) program who cannot achieve twenty years of Active Federal Service (AFS) prior to reaching mandatory removal date for age or time in service in accordance with NGIL PAM 135-18.
2. Applicants in the grade of E7 will not be accessed into the Title 32 Active Guard/Reserve (AGR) program without already possessing a minimum number of years of Active Federal Service (AFS) based on their time in grade (TIG) as noted: (a) Under 1 Year TIG = 5 Years AFS (b) 1-2 Years TIG = 6 Years AFS (c) 2-3 Years TIG = 7 Years AFS (d) 3-4 Years TIG = 8 Years AFS (e) Over 4 Years TIG = 9 Years AFS. The Chief of Staff-ILARNG is the approval authority for any exceptions to this requirement in accordance with NGIL PAM 135-18.
3. Applicants for enlisted positions not MOS qualified must meet the physical profile (PULHES), meet qualifying line score requirements, and have the ability to take the Occupational Physical Assessment Test (OPAT) for initial award of the MOS in accordance with AR 611-21 and NGR 600-200, unless previously waived by proper authority.
4. Applicants must meet initial eligibility requirements of Table 2-1, AR 135-18.
5. Applicants must satisfy the requirements outlined in NGR AR 135-18, 600-5, NGR 600-200, and NGR 601-1.
6. Applicants must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
7. Applicants must meet the Army Body Composition Program (ABCP) body fat standards in accordance with AR 600-9.
8. Applicants must be able to be granted and maintain a Secret security clearance.
9. Applicants must have a current Army Physical Fitness Test (APFT) taken within the last 12 months.
10. Applicants must not be within six months of Expiration Term of Service (ETS) or mandatory removal.
11. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF).
12. Applicants must not be subject to flagging actions during selection or upon entering an AGR status.

13. Applicants separated from military service for cause constitutes ineligibility, unless the National Guard Bureau (NGB) grants an approved exception to policy/regulation prior to application submission and the closing date of the announcement.
 14. Applicants must have no record of conviction by special or general court-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.
 15. Applicants must be able to complete a three year tour of active duty prior to completing eighteen years of active federal service, unless waived by the National Guard Bureau (NGB).
 16. Applicants who have voluntarily separated from the Active Guard/Reserve (AGR) program for one or more days are not eligible to reenter the program for one year from their date of separation, unless waived by the National Guard Bureau (NGB) prior to the announcement closing date.
 17. Applicants who have voluntarily resigned from the Active Guard/Reserve (AGR) program in lieu of mandatory or involuntary separation action are not eligible to reenter the AGR program in accordance with AR 135-18.
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BRIEF JOB DESCRIPTION:

Prepares memorandums, tracks officer and non-commissioned officer evaluation reports and other personnel reports as required. Drafts such directives as SOPs, letters of instruction, and implementing procedures pertaining to military personnel and administration. Advises, assists, and counsels the Commander, the Battalion staff, and other NCOs and soldiers on personnel matters. Collects, prepares, and distributes data pertaining to personnel and personnel operations and procedures. Serves as liaison between personnel servicing activity, finance office and subordinate units within the Battalion. Reviews and consolidates reports, statistics, and personnel actions submitted to higher headquarters. Prepares appropriate recommendations for the Commander's decision. Advises the Commander on personnel strength, shortages, and overages. Reviews enlisted promotion worksheets and makes updates as needed. Prepares and conducts training programs, evaluates personnel performance, counsels personnel, and prepares evaluation reports. Supervises the maintenance of office files and acquiring required publications and forms, as needed. Monitors processing of discharges and suspension of favorable actions and other unfavorable actions. Prepares requests of separation, retirement, and reenlistment documentation. Prepares personnel portion of Unit Status Report. Actively supports unit retention and recruiting programs. Attends all MUTAs, ATs, schools, etc., as required. Keeps the Commander informed on the status of all personnel matters and takes an active role in managing the preparation for the correction of Command Readiness Inspection requirements/deficiencies. Provides assistance and advice to Battalion personnel in correcting all types of deficiencies noted. Performs other duties as assigned.

SELECTING SUPERVISOR:

LTC Danielle Price, (309) 567-5108

CONTACT INFO:

SGT Jordan Gibson
(DSN) 555-3923
(Com) (217) 761-3923
(Email) jordan.d.gibson3.mil@army.mil

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.

ILLINOIS ARMY NATIONAL GUARD AGR MILITARY TOUR APPLICATION CHECKLIST AND REQUIREMENTS – ENLISTED POSITIONS

NAME (Last, First, MI): _____ RANK: _____

SSN (Last 4): _____ EMAIL: _____

DAYTIME PHONE: _____ ANNOUNCEMENT NUMBER: _____

CURRENT STATUS: M-DAY AGR TECHNICIAN ACTIVE COMPONENT USAR OTHER

ILARNG AGR Military Tour Checklist (This Document)

NGB 34-1: AGR Application. Include announcement number, position title, date and signature.

NCOERs: Last 5 NCO Evaluation Reports (NCOER). If 5 are not available, submit all available NCOER's with a letter of recommendation from your unit commander.

ERB: Selection Board only, do not certify. Must be dated within the last 90 days to be valid.

NGB 23B: Retirement Points Accounting System Statement. Must be dated within the last 90 days to be valid.

All DD214's / NGB 22's: Provide verification of all prior service.

Individual Medical Readiness (IMR Print out): Printout from My Medical Readiness Status on AKO. Must be dated within the last 12 months to be valid.

DA Form 705: Copy of most recent APFT. Must be within 12 months of the closing date.

Valid Permanent Profiles: Limiting the completion of the APFT/ACFT, if applicable.

DD 5500 (Male) or 5501-R (Female): Body fat content worksheet, if applicable.

Memorandum for Record: A one-page memorandum for record may be included to explain any documentation that is missing or if you require continuation of the NGB 34-1 application.

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. Send all applications to the following email address:

ng.il.ilarnq.list.j1-hro-agr-branch@army.mil

The documents listed on this checklist may be located on iPERMS, GKO, or at your unit of assignment. Your Readiness NCO and the Illinois Soldier Support Center are resources to assist you in putting your packet together. It is recommended that all applicants use these resources. Follow this checklist to assist you in packet preparation. All applicants must submit a complete application packet for consideration of an AGR Position.

APPLICATION FOR ACTIVE GUARD/RESERVE (AGR) POSITION

The proponent agency is ARNG-HRH. The prescribing directive is NGR (AR) 600-5 / ANGI 36-101

PRIVACY ACT STATEMENT**AUTHORITY:** Title 32 USC 502(f), AR 135-18, NGR (AR) 600-5, ANGI 36-101.**PRINCIPAL PURPOSE:** To provide information for use in determining eligibility/qualifications for Active Guard/Reserve (AGR) positions. A copy will be provided to the applicant. The original will be maintained by the human resources office for state records. For organizational use only.**ROUTINE USES:** None.**DISCLOSURE:** Voluntary; however, if not provided you will not be considered for the AGR program.

POSITION ANNOUNCEMENT #:

POSITION TITLE:

NAME: *(Last, First, Middle)*DATE OF BIRTH: *(yyyymmdd)*CURRENT HOME ADDRESS: *(Street, City, State, Zip Code)*

HOME PHONE:

OFFICE PHONE:

(Enlisted) DATE OF ENLISTMENT:

GRADE:

MOS/SSI/AFSC:

ETS DATE:

(Officer/WO) DATE OF FEDERAL RECOGNITION:

GRADE:

BRANCH:

MRD DATE:

SECURITY CLEARANCE:

SECTION I - EDUCATION AND SPECIAL QUALIFICATIONS1. COLLEGE OR UNIVERSITY: *(Officer Applicants - Accredited Colleges only)*

Name, City & State	Date From	Date To	Degree Program	Credit Hours	Quarter/Semester
Chief Undergraduate Subject:					
Chief Graduate Subject:					

2. OTHER SCHOOLS OR TRAINING: *(Vocational, Trade or Business)*

Name, City & State	Date From	Date To	Course Title	Hours Completed

3. SKILLS AND QUALIFICATIONS: Special skills and qualifications with office machines (Word Processing - WPM), wheel and track vehicles, etc. Also list any licenses or certificates held (Pilot, Nurse).

SECTION II - EMPLOYMENT HISTORY

May we contact your present employer regarding your character, qualification, and record of employment?

(A "NO" answer will not affect your consideration for employment.)

CHECK ONE: YES NO

1. NAME AND ADDRESS OF EMPLOYER:

DATES EMPLOYED

AVERAGE HRS. PER WEEK

FROM

TO

TITLE OF POSITION:

IMMEDIATE SUPERVISOR & PHONE NUMBER:

NUMBER OF EMPLOYEES YOU SUPERVISED:

TYPE OF BUSINESS:

YOUR REASON FOR LEAVING:

DESCRIPTION OF WORK: *(Describe your specific responsibilities and accomplishments)*

SECTION II - EMPLOYMENT HISTORY (Continued)

OTHER EMPLOYMENT

May we contact ~~an~~ employer regarding your character, qualification, and record of employment?
 (A "NO" answer will not affect your consideration for employment.)

CHECK ONE: YES NO

G NAME AND ADDRESS OF EMPLOYER:	DATES EMPLOYED		AVERAGE HRS. PER WEEK
	FROM	TO	

TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER:	NUMBER OF EMPLOYEES YOU SUPERVISED:
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TYPE OF BUSINESS:	YOUR REASON FOR LEAVING:
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DESCRIPTION OF WORK: *(Describe your specific responsibilities and accomplishments)*

SECTION III - MILITARY HISTORY

1. MILITARY SERVICE: *(Start with most recent service and show changes in grade and duty in reverse chronological order.)*

FROM	TO	AC	ARNG/ANG	RC	GRADE	ORGANIZATION	DUTY

2. MILITARY TRAINING:

FORMAL MILITARY SCHOOLING COMPLETED

COURSE TITLE AND NUMBER	DURATION OF COURSE		CORRESPONDENCE COURSES	
	WEEKS	DAYS	COURSE/SUBCOURSE TITLE	COURSE HOURS

3. MILITARY QUALIFICATIONS *(List any primary MOS/SSI which has been awarded on orders.)*

MOS/SSI/AFSC	DATE AWARDED	INDICATE HOW QUALIFICATIONS WERE OBTAINED <i>(Service School, On the Job Training, Civilian Experience, etc.)</i>

4. INDICATE ANY ON THE JOB TRAINING WHICH IS QUALIFYING FOR AN MOS/SSI WHICH HAS NOT YET BEEN AWARDED ON ORDERS.

DUTY MOS/SSI/AFSC	EXACT TITLE OF POSITION	FROM	TO

SECTION IV - PERSONAL BACKGROUND QUESTIONNAIRE

YES		NO		(All Applicants Must Complete) Utilize the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 10). Attach a separate sheet of paper if more space is necessary.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. Within the last five years, have you been fired for any reason?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. Within the last five years, have you quit a job after being notified that you would be fired?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Have you ever been convicted, forfeited collateral, or now under charges for any felony or firearms or explosives offense against the law?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. During the past seven years, have you been convicted, imprisoned, on probation or parole, or forfeited collateral or are you now under charges for any offense against the law not included in Question 3?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. While in the military, have you ever been convicted by a General Court Martial?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. Does the United States Government employ, in a civilian capacity or as a member of the Armed Forces, any relative of yours by blood or marriage?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Do you receive or are you entitled to receive federal, military retired or retainer pay, service annuities, or other compensation based upon military, federal, civilian service, or eligible for immediate federal civil service?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. Have you ever been removed from military service due to unsuitability?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	9. Will you be able to complete a minimum of 5 years of continuous AGR Service prior to completing 18 years of Active Federal Service or your Mandatory Removal Date (MRD)?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	10. Are you a candidate for an elected office, holding a civil office (full or part-time) or engaged in partisan political activities as defined in AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by Members of the Armed Forces on Active Duty?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11. Have you been involuntarily removed from unit (Selected Reserve) service based on maximum years of service, qualitative retention or selective retention board action?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	12. Have you been involuntarily removed from unit (Selected Reserve) service for cause or been relieved for cause from any duty assignment, including but not limited to relief from command in the past year?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	13. Do you currently possess or is a report of suspension of favorable actions pending?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	14. Have you voluntarily separated from the AGR Program in any state for one or more days within the past year? (ARNG Applicants Only)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been non-selected for promotion as not best qualified for promotion board convened by Headquarters, or Department of the Army Headquarters, within the past 12 months?
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	17. Have you met the minimum requirement for each fitness component by scoring an overall score of 75 points or higher, per AFI 36-2905.

SECTION V - CONTINUATION/REMARKS

Use the Continuation/Remarks section to fully explain any "YES" answers (except 9 & 10). Attach a separate sheet of paper if more space is necessary.

SECTION VI - CERTIFICATIONS AND AUTHORITY FOR RELEASE INFORMATION

I have completed this application with the knowledge and understanding that any or all items contained herein may be subject to investigation. I consent to the release of information concerning my capacity and fitness by employer, educational institution, law enforcement agencies, and other individuals and agencies to personnel specialists for purpose of employment. I also understand that a false answer to any question in this application may be grounds for not being employed, or for being released after I begin work.

I certify that all of the statements made by me are true, complete, and correct to the best of my knowledge and belief and are made in good faith.	SIGNATURE:	DATE:
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