

Illinois Army National Guard Open AGR Vacancy Announcement 22B-091
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-091

DATE: 01 Sep 22

CLOSING DATE: 30 Sep 22

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

Battalion Personnel Officer, Para 105 Line 01, O3, 90A

APPOINTMENT FACTORS:

Officer(X)

Warrant Officer()

Enlisted()

LOCATION OF POSITION:

HHC 634TH SUPPORT BATTALION
1400 NORTH MAIN STREET
SULLIVAN, IL

WHO MAY APPLY:

Must be a current member of the National Guard within the grade(s) of O1 and O3.

AREA OF CONSIDERATION: This position is open to the grades of: **O1 to O3**. 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. Officer 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. Biographical Sketch
 12. Memorandum to the Selecting Official (if applicable)
 13. 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
 14. Naming Convention for AGR Application: AGR Vacancy Announcement #, Last Name, First Name, Rank
 15. Send all applications to the following email address: ng.il.ilarng.list.j1-hro-agr-branch@mail.mil
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POSITION COMPATIBILITY REQUIREMENTS:

The individual must qualify for and be placed in the following compatible MOS/AOC: **90A**

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. AGR Enlisted Soldiers must meet the minimum eligibility to apply for an AGR Officer position IAW NGIL 135-18 para 2-8a (3)
5. Enlisted applicants must have completed Officer Candidate School (OCS) and hold a certificate of eligibility for commissioning.
6. Selectee for Commissioned Officer positions must complete the specialty compatible with the position and become qualified in the appropriate Area of Concentration (AOC) within 12 months of assignment.
7. Must be able to possess a SECRET clearance
8. Must meet the Army body fat standards IAW AR 600-9.
9. Must have a current Army Physical Fitness Test taken within 12 months of the start date.
10. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF)
11. Applicants must not be subject to flagging actions during selection or upon entering an AGR status.
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. 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

14. 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:

Serves as the Personnel Readiness Manager of the organization. Performs the duties of the Organizational Adjutant. Develops, implements and maintains management systems to ensure the organization meets regulatory and readiness standards in the areas of military personnel and administration on a continuing basis. Establishes, implements, executes and maintains programs, policies and procedures that enhance the morale and esprit de corps within the organization. Serves as the primary point of contact for Line of Duty Investigations for the organization. May be assigned as LOD investigator if required. Serves as the organization's principle manager and / or operator in the areas of enlisted / officer personnel actions; enlisted / officer evaluations; State and Federal military awards; military and dependent identification cards; military pay; physical examination and immunizations; personnel, financial and medical records; personnel mobilization; administrative suspense system. Serves as the organization's Strength Management Officer, developing, implementing and maintaining programs that will enable the organization to maintain its recruiting and retention objectives. Bears staff responsibility for managing the organization's medical support resources. Maintains current, accurate personnel strength figures and estimates during both field and garrison operations. Develops an annual plan to meet the organization's personnel and administrative requirements, and integrates the plan into the organization's Yearly Training Plan.

Prepares the personnel and administrative plans, estimates and annexes required to support organizational training and operational activities. Provides supervisory guidance and assistance to subordinate units. Battalion Level S1 Officers will coordinate assistance visits to all units subordinate to the battalion and quarterly meetings via phone conference, VTC or in person. Works under the administrative supervision of the senior Full-time Support Officer of the unit or headquarters to which assigned. Accomplishes day-to-day requirements independently in accordance with established policies and procedures. Performs aother duties assigned.

SELECTING SUPERVISOR:

LTC Bart Daly 309-567-4930

CONTACT INFO:

1SG Clinton Murphy

(DSN) 555-3732

(Com) (217) 761-3732

(Email) clinton.e.murphy.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.