# Illinois Army National Guard Open AGR Vacancy Announcement 23B-031 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: 23B-031 DATE: 28 Apr 23 CLOSING DATE: 28 May 23

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

Marketing NCO, Para 999E Line 99, E6, 00F3

APPOINTMENT FACTORS: Officer() Warrant Officer() Enlisted(X)

#### LOCATION OF POSITION:

Recruiting & Retention Battalion 1301 North MacArthur Boulevard Springfield, Illinois 62702

#### WHO MAY APPLY:

Must be a current member of the National Guard within the grades 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 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 AGR SharePoint page at the following link: https://armyeitaas.sharepoint-mil.us/sites/NGIL-HRO/SitePages/Army-AGR.aspx

- 1. Illinois Army National Guard (ILARNG) Military Tour Checklist.
- 2. NGB Form 34-1 Application for Active Guard/Reserve (AGR) Position.
- 3. Copies of last 5 Non-Commissioned Officer Evaluation Reports (NCOER's) if applicable. If 5 are not available, submit all available NCOER's with a letter of recommendation from your unit Commander, First Sergeant, or First Line Leader.
- 4. Enlisted Record Brief (ERB) Submit the selection board version only dated within the last 90 days.
- 5. NGB 23B Retirement Points Accounting Management Sheet (RPAM) dated within the last 90 days.
- 6. All DD Form 214's/NGB Form 22's.
- 7. Individual Medical Readiness Record (IMR) dated within the last 12 months. Do not submit a screenshot of the homepage of your MEDPROS profile.
- 8. DTMS Printout Listing most recent record Army Combat Fitness Test (ACFT) score and height/weight record. Last record ACFT must be within 12 months of the announcement closing date.
- 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 addressing any aspect of your application (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 Application: Vacancy Announcement #, Last Name, First Name, Rank
- 14. Send all applications to the following email address: ng.il.ilarng.list.j1-hro-agr-branch@army.mil

# POSITION COMPATIBILITY REQUIREMENTS:

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

# 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 (20) years of Active Federal Service (AFS) prior to reaching mandatory removal date (MRD) for age or time in service in accordance with AR 135-18, NGR 600-5, and 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 (for the announcement's duty position) 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 who do not currently hold the announcement's duty MOS and do not meet the PULHES or line score requirements for reclassification may request a waiver to apply. The waiver request must be submitted to the corresponding Proponent for approval to be able to attend the reclassification course. The request for the waiver must be sent to the Human Resources Office (HRO) as soon as possible for a timely submission to the corresponding Proponent. An approved waiver from the Proponent must be accepted prior to the announcement closing date for your application to be referred. If your waiver is denied by the Proponent, your application will not be referred for this announcement.
- 5. Applicants must meet the initial eligibility requirements of AR 135-18, Table 2-1.
- 6. Applicants must satisfy the requirements outlined in AR 135-18, NGR 600-5, NGR 600-100, NGR 600-101, NGR 600-200, NGR 601-1, and ILNG PAM

- 7. Applicants must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
- 8. Applicants must be able to be granted and maintain a Secret security clearance at a minimum, unless the duty position requires a higher level of clearance.
- 9. Applicants must have a passing Army Combat Fitness Test (ACFT) taken within the last 12 months.
- 10. Applicants must meet the Army Body Composition Program (ABCP) body fat standards in accordance with AR 600-9.
- 11. Applicants must not be within six months of Expiration Term of Service (ETS) or mandatory removal.
- 12. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF).
- 13. Applicants must not be subject to flagging actions during selection or upon entering an Active Guard/Reserve (AGR) status.
- 14. 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.
- 15. 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.
- 16. Applicants must be able to complete a three (3) year tour of active duty prior to completing eighteen (18) years of active federal service, unless waived by the National Guard Bureau (NGB).
- 17. 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.
- 18. 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.
- 19. Applicants may not be a candidate for an elective office, hold a civil office, or be engaged in partisan political activities if selected to enter the Active Guard/Reserve (AGR) program.

#### **BRIEF JOB DESCRIPTION:**

Marketing specialist to provide direct advertising support to RRNCOs with the primary purpose of generating awareness and leads in support of end strength mission achievement. Develop imagery and multimedia content that promotes upcoming and recent ILARNG RRB events, highlighting RRNCOs. Develop and maintain a tracker to report ROI on all events. Advise and train RRB personnel in the development and preparation of recruiter-driven material to enhance their digital footprint. Evaluate and measure the effectiveness and return on investment of state marketing and advertising efforts and materials. Use industry standard software, Adobe Creative Suite, to design print and digital advertising. Review and edit design content for spelling, grammar, composition, and accuracy before publication. Plan, develop, and coordinate the distribution of regional literature and brochures, posters, audio and/or visual materials, in accordance with the current advertising campaign and ARNG Graphic Standards Manual. Serve as a liaison between Battalion and the region to coordinate marketing and advertising plans and efforts with state Public Affairs and command information programs. Manages requests of RRB equipment for requested Recruiting events and coordinate maintenance. Performs other duties as assigned.

# SELECTING SUPERVISOR:

LTC Joseph Harris, (309) 567-7013

# CONTACT INFO:

SGT Jordan D. 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 – OPEN 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 T	our Checklist (This docume	nt)
☐ <b>NGB 34-1:</b> AGR applicat	tion. Include announcement nu	umber, position title, date, and signature.
		If 5 are not available, submit all available evaluation mander, First Sergeant, or First Line Leader.
Record Brief (ERB): Se	election board version only, do	not certify. Dated <u>within the last 90 days</u> to be valid.
NGB 23B: Retirements F	Points Accounting System Stat	tement. Dated <u>within the last 90 days</u> to be valid.
All DD 214's / NGB 22's:	: Provide verification of all prid	or service.
Individual Medical Read		n My Medical Readiness Status on MEDPROS.
	most recent record ACFT scor of the announcement closing d	e and height/weight record. Last record ACFT must ate.
☐ <u>Valid Permanent Profile</u>	es: Limiting the completion of	the ACFT (if applicable).
DD 5500 (Male) or DD 55	501-R (Female): Most recent	body fat content worksheet (if applicable).
·	rd: A one-page memorandum ontinuation of the NGB 34-1 a	for record may be included to explain any missing pplication.

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.ilarng.list.j1-hro-agr-branch@army.mil

NOTE: Follow this checklist in application preparation. The documents listed on this checklist may be in iPERMS or at your unit of assignment. Your full-time unit staff are available to assist you in compiling your application. It is recommended that all applicants use their full-time unit staff when completing an application. All applicants must submit a complete application 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/qualificati	ons 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,	r, if not provided you will not be cons	sidered for the AGR	t program.						
POSITION ANNOUNCEMENT #:	SITION ANNOUNCEMENT #: POSITION TITLE:								
NAME: (Last, First, Middle)					DATE OF	BIRTH: (yyy)	ymmdd))		
CURRENT HOME ADDRESS: (St	reet, City, State, Zip Code)				HOME PH OFFICE F				
(Enlisted) DATE OF ENLISTMENT: GRADE: MOS/SSI/AFSC: ETS DATE:									
(Officer/WO) DATE OF FEDERAL R	GRADE:	BRANCI	H: MRD DA		TE:				
SECURITY CLEARANCE:									
	SECTION I - E	DUCATION AND SF	PECIAL QUALIFICA	TIONS	_		_		
1. COLLEGE OR UNIVERSITY: (O	)fficer Applicants - Accredited Colle	ges only)							
Name, City & State		Date From	Date To	Degree Progr	ram	Credit Hours	Quarter/Semester		
Chief Undergraduate Subject:									
Chief Graduate Subject:									
2. OTHER SCHOOLS OR TRAINING	G: (Vocational, Trade or Business	s)							

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).

Date To

Course Title

Date From

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		:D	AVERAGE HRS. PER WEEK			
		FROM	то				
TITLE OF POSITION:	IMMEDIATE SUPERVISOR & PHONE NUMBER: NUM			NUMBER OF	EMPLOYEES YOU SUPERVISED:		
TYPE OF BUSINESS:	YOUR REASON FOR LEAV	/ING:					
DESCRIPTION OF WORK: (Describe your specific responsibilities and accomplishments)							

SECTION II - EMPLOYMENT HISTORY

DESCRIPTION OF WORK. (Describe your specific responsibilities and accomplishments

Name, City & State

Hours Completed

SECTION II - EMPLOYMENT HISTORY (Continued)											
OTHER EMPLO	YMENT										
May we contact @ employer regarding your character, qualification, and record of employment?  (A "NO" answer will not affect your consideration for employment.)  CHECK ONE: YES NOG							OG				
G NAME AND ADDRESS OF EMPLOYER:					DATES EMPLO	YED	AVERAGE HRS. PER WEEK				
TITLE OF POS	ITION:			IMN	EDIATE SUPERVIS	FOR & PHONE NUMBER:					
TYPE OF BUSI	NESS:			YOUF	R REASON FOR LEA	AVING:					
DESCRIPTION OF WORK: (Describe your specific responsibilities and accomplishments)											
					SECTION III	MILITARY HISTORY	_				
4 MILITARY C	EDVICE: (Star	t with mos	t recent serv	ice and sh		e and duty in reverse chronologic	cal order )				
FROM	TO	AC	ARNG/AN		GRADE	ORGANIZATION	car order.)	DU	JTY		
2. MILITARY T	L RAINING:										
FORMAL MILIT		LING CON								,	
COURS	SE TITLE AND	NUMBER	. –	DURATION WEEKS	DAYS		RESPONDENCE TITE		COL	JRSE HOURS	
				WEEKO	BATO	OGGRGE/GGI	BOOOROL IIII	<u> </u>	000	MOL HOURO	
3. MILITARY Q MOS/SSI/AFS		NS <i>(List al</i> AWARDEI	ny primary M	OS/SSI wh	ich has been award	led on orders.) ERE OBTAINED (Service School	I On the Joh Ti	raining Civilian Exper	ience i	etc.)	
WOO/GOI/AI C	DATE	AWAINDLI	J INDICAT	LIIOWQ	JALII IOATIONO WI	THE OBTAINED (SOLVIOR SOLVE)	, 011 110 000 11	anning, Orvinari Expor	101100,	310.)	
		OB TRAIN	ING WHICH	IS QUALIF		/SSI WHICH HAS NOT YET BEE	N AWARDED (				
DUTY MOS/S	SSI/AFSC				EXACT TIT	TLE OF POSITION		FRO	M	ТО	

	SECTION IV - PERSONAL	BACKGROUND QUESTIONAIRE			
YES NO	(All Applicants Must Complete) Utilize the Continuation/Remarks secti Attach a seperate sheet of paper if more space is necessary.	on to fully explain any "YES" answers (except 9 & 10).			
	1. Within the last five years, have you been fired for any reason? 2. Within the last five years, have you quit a job after being notified that 3. Have you ever been convicted, forfeited collateral, or now under ch: 4. During the past seven years, have you been convicted, imprisoned, offense against the law not included in Question 3? 5. While in the military, have you ever been convicted by a General Cot 6. Does the United States Government employ, in a civilian capacity o 7. Do you receive or are you entitled to receive federal, military retired federal, civilian service, or eligible for immediate federal civil service? 8. Have you ever been removed from military service due to unsuitabil 9. Will you be able to complete a minimum of 5 years of continuous At Mandatory Removal Date (MRD)? 10. Are you a candidate for an elected office, holding a civil office (full AR 600-20/ANGI 36-101/DoD Directive 1344.10, Political Activities by 11. Have you been involuntarily removed from unit (Selected Reserve) retention board action? 12. Have you been involuntarily removed from unit (Selected Reserve) including but not limited to relief from command in the past year? 13. Do you currently possess or is a report of suspension of favorable 14. Have you voluntarily separated from the AGR Program or vo 16. (OFFICERS AND WARRANT OFFICERS ONLY.) Have you been Headquarters, or Department of the Army Headquarters, within the p	arges for any felony or firearms or explosives offense against to on probation or parole, or forfeited collateral or are you now usurt Martial?  If as a member of the Armed Forces, any relative of yours by bour retainer pay, service annuities, or other compensation base of the Service prior to completing 18 years of Active Federal Service prior to completing 18 years of Active Federal Service prior to engaged in partisan political activities as defined the Members of the Armed Forces on Active Duty?  If service based on maximum years of service, qualitative retent as service for cause or been relieved for cause from any duty as a actions pending?  If or one or more days within the past year? (ARNG Applicants Countarily separated in lieu of adverse action?  Innon-selected for promotion as not best qualified for promotion	nder charges for any lood or marriage? ed upon military, rice or your led in tion or selective signment,		
	17. Have you met the minimum requirement for each fitness compone		6-2905		
	17. Have you met the minimum requirement for each fittless compone	in by scoring an overall score of 75 points of higher, per Ai 15	J-2303.		
	SECTION V - C	CONTINUATION/REMARKS			
	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.					
		SIGNATURE:	DATE:		
•	nat all of the statements made by me are true, complete, and				