

**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-Announcements/>

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**ANNOUNCEMENT NUMBER: 23B-031**

**DATE: 28 Apr 23**

**CLOSING DATE: 28 May 23**

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

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

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**APPOINTMENT FACTORS:**

**Officer( )**

**Warrant Officer( )**

**Enlisted(X)**

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**LOCATION OF POSITION:**

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

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**WHO MAY APPLY:**

Must be a current member of the National Guard within the grades of E4 and E6.

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**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.**

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**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://armyetaas.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.ilarmg.list.j1-hro-agr-branch@army.mil](mailto:ng.il.ilarmg.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: **00F3**

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**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

135-18.

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.

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**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.

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**SELECTING SUPERVISOR:**

LTC Joseph Harris, (309) 567-7013

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**CONTACT INFO:**

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

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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.

# 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 Tour Checklist (This document)**

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

**NCOER's:** Last 5 NCO Evaluation Reports (NCOER). If 5 are not available, submit all available evaluation reports with a letter of recommendation from your unit Commander, First Sergeant, or First Line Leader.

**Record Brief (ERB):** Selection board version only, do not certify. Dated within the last 90 days to be valid.

**NGB 23B:** Retirements Points Accounting System Statement. Dated within the last 90 days to be valid.

**All DD 214's / NGB 22's:** Provide verification of all prior service.

**Individual Medical Readiness Printout:** Printout from My Medical Readiness Status on MEDPROS. Dated within the last 12 months to be valid.

**DTMS Printout:** Listing most recent record ACFT score and height/weight record. Last record ACFT must be within the last 12 months of the announcement closing date.

**Valid Permanent Profiles:** Limiting the completion of the ACFT (if applicable).

**DD 5500 (Male) or DD 5501-R (Female):** Most recent body fat content worksheet (if applicable).

**Memorandum for Record:** A one-page memorandum for record may be included to explain any missing documents 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](mailto:ng.il.ilarnq.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/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 QUALIFICATIONS**1. 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 &amp; 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  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

