

**Illinois Army National Guard Open AGR Vacancy Announcement 23B-061**  
**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: 23B-061**

**DATE: 13 Sep 23**

**CLOSING DATE: 13 Oct 23**

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

Battalion S1, Para 105 Line 02, O3, 31A

**APPOINTMENT FACTORS:**

**Officer(X)**

**Warrant Officer()**

**Enlisted()**

**LOCATION OF POSITION:**

HHD, 33d MP BN  
10451 North 2nd Street  
Machesney Park, Illinois 61115

**WHO MAY APPLY:**

Must be a current member of the National Guard within the grades 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 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 Officer Evaluation Reports (OER's) if applicable. If 5 are not available, submit all available OER's and a letter of recommendation from your Unit Commander.
4. Officer Record Brief (ORB) - 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. Biographical Sketch.
12. Memorandum to the Selecting Official addressing any aspect of your application (if applicable).
13. Naming Convention for Application: Vacancy Announcement #, Last Name, First Name, Rank
14. 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.
15. Send all applications to the following email address: [ng.il.ilarng.list.j1-hro-agr-branch@army.mil](mailto: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: **31A**

**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 O3 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) 2-3 Years TIG = 3 Years AFS (b) 3-4 Years TIG = 4 Years AFS (c) Over 4 Years TIG = 5 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 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.
4. Applicants that are an Active Guard/Reserve (AGR) Enlisted Soldier must meet the minimum eligibility requirements to apply for an AGR Officer position in accordance with (IAW) AR 135-18 and NGIL PAM 135-18, para 2-8a (3).
5. Applicants that are an Active Guard/Reserve (AGR) Enlisted Soldier must have completed Officer Candidate School (OCS) and hold a certificate of eligibility for commissioning.
6. Applicants must meet the initial eligibility requirements of AR 135-18, Table 2-1.

7. 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.
8. Applicants must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
9. Applicants must meet the Army Body Composition Program (ABCP) body fat standards in accordance with AR 600-9.
10. 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.
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.

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**BRIEF JOB DESCRIPTION:**

Serves as the Battalion 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 (LOD) 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, and administrative suspense system. Serves as the organization's Strength Management Officer for 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 and 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. Coordinates 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 Battalion Officer-in-Charge. Accomplishes day-to-day requirements independently in accordance with established policies and procedures. Performs other duties as assigned.

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**SELECTING SUPERVISOR:**

CPT Devin Dombush

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**CONTACT INFO:**

SGT Jordan 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 OFFICER 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.

☐ **OER's:** Last 5 Officer Evaluation Reports (OER). If 5 are not available, submit all available evaluation reports with a letter of recommendation from your unit Commander.

☐ **Record Brief (ORB):** 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).

☐ **Biographical Sketch:** Copy of updated biographical sketch.

☐ **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 ~~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:
TYPE OF BUSINESS:		YOUR REASON FOR LEAVING:		
DESCRIPTION OF WORK: <i>(Describe your specific responsibilities and accomplishments)</i>				

**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"/> | 1. Within the last five years, have you been fired for any reason?                                                                                                                                                                                                   |
| <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"/> | 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"/> | 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"/> | 5. While in the military, have you ever been convicted by a General Court Martial?                                                                                                                                                                                   |
| <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"/> | 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"/> | 8. Have you ever been removed from military service due to unsuitability?                                                                                                                                                                                            |
| <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"/> | 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"/> | 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"/> | 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"/> | 13. Do you currently possess or is a report of suspension of favorable actions pending?                                                                                                                                                                              |
| <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"/> | 15. Have you been voluntarily separated from the AGR Program or voluntarily separated in lieu of adverse action?                                                                                                                                                     |
| <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"/> | 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: