

Illinois Army National Guard Open AGR Vacancy Announcement 24B-095

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: 24B-095

DATE: 20 Sep 24

CLOSING DATE: 20 Oct 24

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

Brigade Human Resources Technician, Para 107 Line 03, W2, 420A

APPOINTMENT FACTORS:

Officer()

Warrant Officer(X)

Enlisted()

LOCATION OF POSITION:

HSC, 404th MEB,
1510 Millennium Blvd
NORMAL IL 61791

WHO MAY APPLY:

Applicants must be a current member of the Illinois Army National Guard within the grades of W1 and W2. Enlisted applicants are required to have an approved predetermination (PDP) from the 420A proponent to apply or have a memorandum from the State CCWO and WOSM stating that your PDP request has been submitted to proponent, endorsing that you meet the minimum criteria to appoint as a Warrant Officer in the CMF 420A

AREA OF CONSIDERATION: This position is open to the grades of: **W1 to W2**. 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. 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.
 5. Officer Record Brief (ORB) - Submit the selection board version only dated within the last 90 days.
 6. Enlisted Record Brief (ERB) - Submit the selection board version only dated within the last 90 days.
 7. NGB 23B - Retirement Points Accounting Management Sheet (RPAM) dated within the last 90 days.
 8. All DD Form 214's/NGB Form 22's.
 9. Individual Medical Readiness Record (IMR) dated within the last 12 months. Do not submit a screenshot of the homepage of your MEDPROS profile.
 10. DD Form 5500 (male) / DD Form 5501 (female) - Body Fat Content Worksheet (if applicable).
 11. Copy of Valid Permanent Profile (if applicable).
 12. Biographical Sketch.
 13. Memorandum to the Selecting Official addressing any aspect of your application (if applicable).
 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. Naming Convention for Application: Vacancy Announcement #, Last Name, First Name, Rank
 16. Send all applications to the following email address: ng.il.ilarng.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: **420A**

MINIMUM APPOINTMENT REQUIREMENTS:

1. Applicants for commissioned officer positions must complete the specialty compatible with the duty position and become qualified in the appropriate Area of Concentration (AOC) within 12 months of assignment or will be removed from the Active Guard/Reserve (AGR) program.
2. Enlisted applicants are required to have an approved predetermination (PDP) from the 420A proponent to apply or have a memorandum from the State CCWO and WOSM stating that your PDP request has been submitted to proponent, endorsing that you meet the minimum criteria to appoint as a Warrant Officer in the CMF 420A.
3. Applicants for commissioned officer positions must be able to complete a three (3) year initial tour of active duty before reaching the date of mandatory removal (MRD) from active status based upon age or service, without any extensions, under any provisions of law or regulation as prescribed by current directives.
4. Applicants must meet the initial eligibility requirements of AR 135-18, Table 2-1.
5. Enlisted applicants must meet minimum administrative requirements to apply for a Warrant Officer Program. Minimum requirements include, US Citizen, General Technical (GT) Line Score of 110 (no waivers), High School Graduate or GED (No Waivers), Secret Clearance or higher, Pass the ACFT and meet height and weight standards.
6. 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.

7. 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.
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 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).
10. Applicants must have a passing Army Combat Fitness Test (ACFT) taken within the last 12 months.
11. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF).
12. 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.
13. Applicants must meet the Army Body Composition Program (ABCP) body fat standards in accordance with AR 600-9.
14. Applicants must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
15. Applicants must not be subject to flagging actions during selection or upon entering an Active Guard/Reserve (AGR) status.
16. Applicants must not be within six months of Expiration Term of Service (ETS) or mandatory removal.
17. 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.
18. 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.
19. 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.

BRIEF JOB DESCRIPTION:

Serves as central point of authoritative information on a variety of administrative matters (e.g., format for directives and standing operating procedures (SOP), general office procedures, use of locally established forms and standard replies to communications, filing systems, maintenance of reference library, etc.). Assures that publications and forms issued by the headquarters are in proper format, consistent with existing directives, and are properly distributed. Reviews correspondence and reports submitted by subordinate units for compliance with format, directives, and procedures with suspense dates. Drafts such directives as SOP, letters of instruction, and implementing procedures pertaining to military personnel and administration. Reviews new directives and determines effect on command policies and practices. Visits subordinate units for the purpose of providing guidance and assistance on administrative matters and to evaluate the command's administrative and personnel programs. Recommends to supervisor corrective actions to be taken on discrepancies in these programs. Provides authoritative advice and counsel to the Commander and his staff pertaining to military personnel administration. Maintains knowledge of current regulations (e.g., Army, National Guard, State), on military personnel which are only partially relevant and are supplemented by various secondary guides and keeps staff advised of changes. Recommends action to be taken on cases that affect military careers of members of the National Guard. Accomplishes a variety of military personnel transactions (e.g., appointments, enlistment's, separations, promotions, reduction, MOS assignments, transfers, completion of officer and enlisted efficiency reports, reports of line of duty investigations, requests for security clearances, applications for attendance at schools, payroll actions, etc.). Provides guidance and assistance to personnel of the command who are concerned with completing the above transactions. Receives transactions from subordinate units, ensures compliance with regulations and procedures and that prerequisites are met or returns transaction for correction. Initiates and completes transactions for personnel assigned to the headquarters. Ensures that all pertinent and required data on members of the command is coded into the automated personnel reporting system. Performs other duties as assigned.

SELECTING SUPERVISOR:

LTC Matthew Dodsworth

CONTACT INFO:

Ssg Reggie Wynne
(DSN) 555-3923
(Com) (217) 761-3923
(Email) reggie.wynne.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.