

Illinois Army National Guard Open AGR Vacancy Announcement 25B-046
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: 25B-046

DATE: 30 May 25

CLOSING DATE: 29 Jun 25

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

Human Resources NCO, Para 209B Line 06, E5, 42A2

APPOINTMENT FACTORS:

Officer()

Warrant Officer()

Enlisted(X)

LOCATION OF POSITION:

JFHQ (G1) EPMB

1301 NORTH MACARTHUR BOULEVARD

SPRINGFIELD IL 62702

WHO MAY APPLY:

Must be a current member of the National Guard within the grades of E4 and E5.

AREA OF CONSIDERATION: This position is open to the grades of: **E4 to E5**. 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. IMR w/date is obtained from your Medical Readiness Portal select in Forms, IMR Record
8. DTMS Printout - Listing most recent record Army Combat Fitness Test (ACFT) score and height/weight record. Last record ACFT must be within 6 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. 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 Application: Vacancy Announcement #, Last Name, First Name, Rank
15. Send all applications to the following email address: ng.il.ilamg.list.j1-hro-agr-branch@army.mil

POSITION COMPATIBILITY REQUIREMENTS:

The individual must qualify for and be placed in the following compatible MOS/AOC: **42A2**

MINIMUM APPOINTMENT REQUIREMENTS:

1. 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).
2. Applicants must meet the initial eligibility requirements of AR 135-18, Table 2-1.
3. 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.
4. Applicants must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
5. Applicants must meet the Army Body Composition Program (ABCP) body fat standards in accordance with AR 600-9.
6. 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.
7. Applicants must have a passing Army Combat Fitness Test (ACFT) taken within the last 12 months.
8. Applicants must not be within six months of Expiration Term of Service (ETS) or mandatory removal.
9. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF).
10. Applicants must not be subject to flagging actions during selection or upon entering an Active Guard/Reserve (AGR) status.
11. 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.

12. 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.

13. 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.

14. 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

BRIEF JOB DESCRIPTION:

Prepares memorandums, tracks officer and non-commissioned officer evaluation reports and other personnel reports as required. Drafts such directives as SOPs, letters of instruction, and implementing procedures pertaining to military personnel and administration. Advises, assists, and counsels the Commander, the Battalion staff, and other NCOs and soldiers on personnel matters. Collects, prepares, and distributes data pertaining to personnel and personnel operations and procedures. Serves as liaison between personnel servicing activity, finance office and subordinate units within the Battalion. Reviews and consolidates reports, statistics, and personnel actions submitted to higher headquarters. Prepares appropriate recommendations for the Commander's decision. Advises the Commander on personnel strength, shortages, and overages. Reviews enlisted promotion worksheets and makes updates as needed. Prepares and conducts training programs, evaluates personnel performance, counsels personnel, and prepares evaluation reports. Supervises the maintenance of office files and acquiring required publications and forms, as needed. Monitors processing of discharges and suspension of favorable actions and other unfavorable actions. Prepares requests of separation, retirement, and reenlistment documentation. Prepares personnel portion of Unit Status Report. Actively supports unit retention and recruiting programs. Attends all MUTAs, ATs, schools, etc., as required. Keeps the Commander informed on the status of all personnel matters and takes an active role in managing the preparation for the correction of Command Readiness Inspection requirements/deficiencies. Provides assistance and advice to Battalion personnel in correcting all types of deficiencies noted. Performs other duties as assigned.

SELECTING SUPERVISOR:

LTC Michael Barton 217-761-3746

CONTACT INFO:

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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.