



Illinois Army National Guard AGR Career Development Announcement 25C-028  
T32 AGR On-Board Enlisted Only  
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: 25C-028

DATE: 18 Apr 25

CLOSING DATE: 03 May 25

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Readiness NCO, Para 303 Line 02, E7, 11B4

APPOINTMENT FACTORS:

Officer( )

Warrant Officer( )

Enlisted(X)

LOCATION OF POSITION:

D Co, 1-178th IN  
1301 NORTH SUNSET RIDGE ROAD  
WOODSTOCK IL 60098

WHO MAY APPLY:

Must be a current on-board AGR in the State of IL within the grades of E6 and E7.

AREA OF CONSIDERATION: This position is open to on-board AGR enlisted Soldiers in the grades of: E6 to E7. 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) Active Guard/Reserve (AGR) Career Development Application Checklist.
2. NGIL Form 85 - Application for Active Guard/Reserve Career Management 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. 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.
8. 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
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. Biographical Sketch.
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](mailto: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: 11B4

MINIMUM APPOINTMENT REQUIREMENTS:

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

12. 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.

13. 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

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**BRIEF JOB DESCRIPTION:**

Responsible for supervising the successful accomplishment of the commander's mobilization readiness objectives. Anticipates and recommends solutions for needs of the unit in all aspects of mobilization readiness. Advises the commander on training, logistics, personnel and unit mobilization readiness requirements and ensures that the unit develops, updates and maintains comprehensive mobilization plans including preparation of unit's Organizational Equipment Listing (OEL) reports, vehicle load plans, unit movement plans, convoy clearance requests, preparation of the Annual Post mobilization Training Support Report, the unit Alert Roster, and the unit Home Station Activities list and ensuring that the unit's Readiness. Reviews and implements mobilization directives and regulations. Obtains all required data for the Unit Status Report (USR) and assists the commander in preparing readiness reports as prescribed in AR 220-1. Monitors the Equipment on Hand (EOH) and the Equipment Readiness (ER) status of the unit and keeps the commander informed on these issues. Coordinates and prepares the USR/CRU and other training related reports required by higher headquarters. Maintains property accountability, ensuring all required classes of supply's are on hand or on valid requisition, scheduling all required inventories, audits and reconciliations, and the maintenance of Combat Parts Loads (CPL) if retained at unit level. Coordinates maintenance support required from supporting FMS or other installation maintenance support activities, and the integration of maintenance training with the supporting FMS shop chief. Recommends, to the Commander, courses of action to correct deficiencies in achieving maintenance standards and ensures the accountability and adequacy of CPLs, if maintained at FMS level. Must be proficient in unit level logistics procedures and policies. Supervises all data that is provided to the CRU. Supervises the drafting of training schedules for approval that comply with command guidance and directives and the publications of higher headquarters. Supervises the maintenance of the unit training library, and related training equipment and aids. Establishes a direct line of communication with training and mobilization action personnel at higher headquarters. Supervises the development and monitoring of a comprehensive MOS qualification training program. Advises officer personnel on military education requirements and prepares applications for Army service schools and extension centers for them. Supervises the maintenance of records for the above programs, monitors the progress of officer and enlisted personnel section for personnel records updating. Coordinates and prepares the USR/CRU and other training related reports required by higher headquarters. Assists in the Army Warrior Task (AWT) program. Coordinates training and testing of unit personnel with test control officer/training officer as required. Supervises the overall operating of the full-time unit support staff. Responsible for ensuring that the commander's concept of operations for the full-time personnel is executed and for advising the commander and supervisory personnel on the status and efficiency of the full-time personnel. Responsible for the supervision and management of the following Army systems: Digital Training Management System (DTMS), Mission Analysis Readiness Resource Synchronization (MARRS), Defense Travel System (DTS), Mobilization Planning Data Viewer (MPDV), Automated Funds Control Orders System (AFCOS), Integrated Personnel and Pay System – Army (IPPS-A), Database Input Website (DBIW), Total Ammunition management Input System (TAMIS), Army Training Requirement and Resource System (ATRRS), Network Unit Status Report (NET USR), Global Combat Support System - Army (GCSSA), and Army Substance Abuse Program (ASAP). Performs other duties as assigned.

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**SELECTING SUPERVISOR:**

MAJ Tyler Brown 309-567-5209

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**CONTACT INFO:**

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