



Illinois Army National Guard AGR Career Development Announcement 25C-038  
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/>

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ANNOUNCEMENT NUMBER: 25C-038

DATE: 09 May 25

CLOSING DATE: 24 May 25

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POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:  
Senior Human Resources NCO, Para 112 Line 02, E7, 42A4

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| APPOINTMENT FACTORS: | Officer( ) | Warrant Officer( ) | Enlisted(X) |
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LOCATION OF POSITION:  
HNB, 2-122FA,  
5200 COTTAGE GROVE AVENUE  
CHICAGO IL 60615

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

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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.

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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://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. 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 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](mailto:ng.il.ilamg.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: 42A4

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MINIMUM APPOINTMENT REQUIREMENTS:

1. Physical demands rating and qualifications for initial award of 42A MOS are as follows: (1) A physical demands rating of Moderate (Gold). (2) A physical profile (PUHLES) of 323222 or better. (3) Qualifying scores: (a) A minimum score of 95 in aptitude area CL in Armed Services Vocational aptitude Battery (ASVAB) tests administered prior to 2 January 2002. (b) A minimum score of 92 in aptitude area CL on ASVAB tests administered on and after 2 January 2002 and prior to 1 July 2004. (c) A minimum score of 90 in aptitude area CL on ASVAB tests administered on and after 1 July 2004. (d) As of 1 September 2015, individuals enlisting into this MOS, must have a minimum score of 100 in aptitude area GT on the ASVAB. (e) A minimum OPAT score of Standing Long Jump (LJ) - 0120 cm, seated Power Throw (PT) - 0350 cm, Strength Deadlift (SD) - 0120 lbs., and Interval Aerobic Run (IR) - 0036 shuttles in Physical Demand Category in "Moderate" (Gold).
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 6 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 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.
  14. 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:**

Prepares memorandums, review, manage and track officer and non-commissioned officer evaluation reports and other documentation as required. Draft such directives as SOPs, letters of instruction, and implementing procedures pertaining to military personnel and administration. Advise, assist, and counsel the commander, the staff, and other NCO's and Soldiers on personnel matters. Collect, prepare, and distribute data pertaining to personnel and personnel operations and procedures. Serve as liaison between personnel servicing activity and finance offices. Review and consolidate reports, statistics, and personnel actions submitted to higher headquarters. Prepare appropriate recommendations for the commander's decision. Advise the commander on personnel strength, shortages, and overages. Review enlisted promotion worksheets and makes updates as needed. Establish work priorities, organizes work schedules, and assigns duties. Prepare and conduct training programs, evaluates personnel performance, counsels personnel, and prepares evaluation reports. Supervise maintenance of office files and acquiring required publications and forms, as needed. Monitor processing of discharges and suspension of favorable actions and other unfavorable actions. Supervise/completes preparation of separation, retirement, and re-enlistment documentation. Supervise/completes preparation and submission of casualty reports. Actively support unit retention and recruiting programs. Attend all MUTAs, ATAs, ATs, schools, seminars, etc., as required or deemed necessary for job qualification. Maintains and operate standard office machines such as copiers, postal machines, computers, etc. Keep the commander informed on the status of all personnel matters and take an active role in managing the preparation for the correction of Command Inspection Program requirements/deficiencies. Correct all types of deficiencies noted as related to administrative issues. Provide supervisory guidance and assistance to subordinate administrative personnel. Performs other duties as assigned.

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**SELECTING SUPERVISOR:**

MAJ Brian Fox

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**CONTACT INFO:**

SSG Reggie Wynne  
(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.