

Illinois Army National Guard AGR LATERAL ANNOUNCEMENT LAT 21-013
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.ilnbg.army.mil/Employment/Army-AGR-Announcements/>

ANNOUNCEMENT NUMBER: LAT 21-013

DATE: 09 Jun 21

CLOSING DATE: 19 Jun 21

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

SENIOR HUMAN RESOURCES NCO, PARA 102 LINE 02, E7, 42A4

APPOINTMENT FACTORS:

OFFICER()

WARRANT OFFICER()

ENLISTED(X)

LOCATION OF POSITION:

HSC, 6-54TH SFAB
3438 RODMAN AVENUE,
ROCK ISLAND, ILLINOIS 61299

WHO MAY APPLY:

Must be a current on-board AGR in the State of IL within the grade(s) of E7 and E7.

AREA OF CONSIDERATION: This position is open to on-board AGR enlisted in the grades of: **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 **WILL** be submitted "**AS A MINIMUM.**" If any of the required documents are not reasonably available to you, a brief letter 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 GKO page at the following link: https://gko.portal.ng.mil/states/IL/fed_staff/hro/AGR/SitePages/Home.aspx

1. Illinois Army National Guard (ILARNG) Military Tour Checklist
 2. NGIL Form 85
 3. Enlisted Record Brief (Selection Board Only)
 4. Copies of last 5 NCOERs (if applicable)
 5. Retirement Points Accounting Management Sheet (NGB 23B) RPAM
 6. All DD Form 214s/NGB Form 22s
 7. Individual Medical Readiness Record (MEDPROS).
 8. DA Form 705 (APFT), within the last 12 months (ensure height and weight are annotated on card).
 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 Selecting Official 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. Send all applications to the following email address: ng.il.ilarng.list.j1-hro-agr-branch@mail.mil
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POSITION COMPATIBILITY REQUIREMENTS:

The individual must qualify for and be placed in the following compatible MOS: **42A4**

MINIMUM APPOINTMENT REQUIREMENTS:

1. Applicants must meet initial eligibility requirements of Table 2-1, AR 135-18.
2. Applicants must satisfy requirements outlined in NGR 600-5, NGR 600-200, and NGR 601-1
3. Must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
4. Must meet the Army body fat standards IAW AR 600-9.
5. Must have a current Army Physical Fitness Test taken within 12 months of the start date.
6. Applicants for enlisted positions not MOS qualified must meet the PULHES and line score requirements and have the ability to take the Occupational Physical Assessment Test (OPAT) for award of the MOS (if required) in accordance with AR 611-21 and NGR 600-100 unless previously waived by proper authority.
7. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
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 AGR status.
10. Applicants separated from military service for cause constitutes ineligibility, unless National Guard Bureau (NGB) grants an approved exception to policy/regulation prior to application submission
11. No record of conviction by special or general courts-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. Selectee must be able to complete a 3 year tour of active duty prior to completing 18 years of active federal service, unless waived by NGB.

13. Applicants for SFAB must meet the medical fitness for PULHES 111221. 2's for vision and hearing must be correctable.
 14. Applicants for SFAB must be able to pass a background screening with no derogatory information.
 15. Applicants for SFAB must possess a security clearance of Secret or higher.
 16. Applicants for SFAB must achieve a minimum of 240 on Record APFT scoring a minimum of 70 in each event.
 17. Applicants for SFAB are required to attend an assessment event upon selection
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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.

SELECTING SUPERVISOR:

MAJ Keri Wolf, (309) 567-6901

CONTACT INFO:

SGT Jordan D. Gibson
(DSN) 555-3923
(Com) (217) 761-3923
(Email) jordan.d.gibson3.mil@mail.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.