

Illinois Army National Guard AGR Lateral Announcement LAT 22-020

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 22-020

DATE: 23 Sep 22

CLOSING DATE: 08 Oct 22

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

Human Resources NCO, Para 114 Line 05, E6, 42A3

APPOINTMENT FACTORS:

Officer()

Warrant Officer()

Enlisted(X)

LOCATION OF POSITION:

HHC, 108th SB

1551 North Kedzie Avenue

Chicago, Illinois 60651

WHO MAY APPLY:

Must be a current on-board AGR in the state of Illinois within the grade of E6.

AREA OF CONSIDERATION: This position is open to on-board AGR enlisted Soldiers in the grades of: **E6**. 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 IGO page at the following link: <https://igo.portal.ng.ds.army.mil/fs/HRO/agr/AGR%20Forms/Forms/AllItems.aspx>

1. Illinois Army National Guard (ILARNG) AGR Career Development Application Checklist
 2. NGIL Form 85
 3. Copies of last 5 NCOERS
 4. Enlisted Record Brief (Selection Board only) dated within the last 90 days
 5. Retirement Points Accounting Management Sheet (NGB 23B - RPAM) dated within the last 90 days
 6. All DD Form 214s/NGB Form 22s
 7. Individual Medical Readiness Record (MEDPROS) dated within the last 12 months
 8. DA Form 705 (APFT) dated within the last 12 months (ensure height and weight are annotated on the form)
 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 (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 AGR Application: AGR Vacancy Announcement #, Last Name, First Name, Rank
 15. 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: **42A3**

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 be able to possess a SECRET clearance
6. Must have a current Army Physical Fitness Test taken within 12 months of the start date.
7. 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.
8. Must not be within six (6) months of mandatory removal or Expiration Term of Service (ETS).
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 AGR status.
11. 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
12. 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.

13. 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.

14. Applicants who voluntarily separate from the AGR program for one or more days are not eligible to reenter the program for one year from date of separation without an NGB waiver

15. Individuals who voluntarily resign from the AGR program in lieu of mandatory or involuntary separation action are not eligible to reenter the program

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 Danielle Price, (309) 567-5108

CONTACT INFO:

SGT Jordan D. Gibson

(DSN) 555-3923

(Com) (217) 761-3923

(Email) jordan.d.gibson3.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.

**ILLINOIS ARMY NATIONAL GUARD AGR MILITARY TOUR
APPLICATION CHECKLIST AND REQUIREMENTS – CAREER DEVELOPMENT**

NAME (Last, First, MI): _____ RANK: _____

SSN (Last 4): _____ EMAIL: _____

DAYTIME PHONE: _____ ANNOUNCEMENT NUMBER: _____

- ILARNG AGR Military Tour Checklist (This Document)**

- NGIL FORM 85:** Application for AGR Career Management Position.

- Evaluation Reports (OER/NCOER):** Last 5 evaluation reports. If 5 are not available, submit all available evaluation reports with a letter of recommendation from your unit commander.

- Record Brief (ORB/ERB):** Selection Board only, do not certify. Must be dated within the last 90 days to be valid.

- NGB 23B:** Retirement Points Accounting System Statement. Must be dated within the last 90 days to be valid.

- All DD214's / NGB 22's:** Provide verification of all prior service.

- Individual Medical Readiness (IMR Print out):** Printout from My Medical Readiness Status on AKO. Must be dated within the last 12 months to be valid.

- DA Form 705:** Copy of most recent APFT. Must be within 12 months of the closing date.

- Valid Permanent Profiles:** Limiting the completion of the APFT/ACFT, if applicable.

- DD 5500 (Male) or 5501-R (Female):** Body fat content worksheet, if applicable.

- Biographical Sketch:** Copy of updated biographical sketch.

- Memorandum for Record:** A one-page memorandum for record may be included to explain any documentation that is missing or if you require continuation of the NGB 34-1 application.

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. Send all applications to the following email address:

ng.il.ilarng.list.j1-hro-agr-branch@army.mil

The documents listed on this checklist may be located on iPERMS, GKO, or at your unit of assignment. Your Readiness NCO and the Illinois Soldier Support Center are resources to assist you in putting your packet together. It is recommended that all applicants use these resources. Follow this checklist to assist you in packet preparation. All applicants must submit a complete application packet for consideration of an AGR Position.

APPLICATION FOR AGR CAREER MANAGEMENT POSITION

PRIVACY ACT STATEMENT

1. Authority: NGR 600-5
2. Principal purpose(s): To provide information for use in determining eligibility/ qualifications for AGR Career Management Positions.
3. Routine Uses: To determine applicant's eligibility for AGR position assignment or reassignment. Your disclosure of your Social Security Number (SSN) is mandatory to obtain the services, benefits, or processes that you seek. The SSN is used as an identifier throughout your Military career from time of application through retirement. The information gathered through the use of the SSN will be used only as necessary in personnel administration processes carried out in accordance with established regulations and systems of records.
4. Effect on Individuals Not Providing Information: Individuals not providing information will not receive an appropriate evaluation for assignment or reassignment and cannot be given consideration for vacancies.

1. POSITION VACANCY ANNOUNCEMENT NUMBER: _____	2. POSITION TITLE: _____			
3. NAME: _____	4. RANK: _____	5. SSN: _____		
6. UNIT: _____	7. CURRENT DUTY MOS: _____			
8. PMOS: _____	9. SMOS: _____	10. AMOS: _____		
11. DUTY PHONE: _____			12. SECURITY CLEARANCE: _____	DATE: _____

13. MILITARY EDUCATION: (circle completed course(s) or equivalent i.e. SLC=ANCOC)

<u>ENLISTED</u>	<u>AC</u>	<u>RC</u>	<u>DATE COMPLETED</u>	<u>OFFICER</u>	<u>AC</u>	<u>RC</u>	<u>DATE COMPLETED</u>
SMC	<input type="checkbox"/>	<input type="checkbox"/>	_____	ILE	<input type="checkbox"/>	<input type="checkbox"/>	_____
MLC	<input type="checkbox"/>	<input type="checkbox"/>	_____	CCC	<input type="checkbox"/>	<input type="checkbox"/>	_____
SLC	<input type="checkbox"/>	<input type="checkbox"/>	_____	BOLC	<input type="checkbox"/>	<input type="checkbox"/>	_____
ALC	<input type="checkbox"/>	<input type="checkbox"/>	_____	WOSSE	<input type="checkbox"/>	<input type="checkbox"/>	_____
BLC	<input type="checkbox"/>	<input type="checkbox"/>	_____	WOILE	<input type="checkbox"/>	<input type="checkbox"/>	_____
SSD LEVEL COMPLETED	_____		_____	WOAC	<input type="checkbox"/>	<input type="checkbox"/>	_____
				WOBC	<input type="checkbox"/>	<input type="checkbox"/>	_____

14. CIVILIAN EDUCATION:

<u>LEVEL</u>	<u>GRADUATION DATE</u>	<u>DEGREE OR MAJOR SUBJECT AREA</u>
HIGH SCHOOL: _____	_____	_____
COLLEGE: _____	_____	_____
_____	_____	_____
_____	_____	_____

SIGNATURE: _____ DATE: _____