

Illinois Army National Guard AGR Lateral Announcement LAT 23-017
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-Announcemnets/>

ANNOUNCEMENT NUMBER: LAT 23-017

DATE: 26 May 23

CLOSING DATE: 10 Jun 23

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

Human Resources NCO, Para 008C Line 12, E6, 42A3

APPOINTMENT FACTORS:

Officer()

Warrant Officer()

Enlisted(X)

LOCATION OF POSITION:

Recruiting & Retention Battalion HQ
1301 North MacArthur Boulevard
Springfield, Illinois 62702

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 AGR SharePoint page at the following link: <https://armyetaas.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.ilarng.list.j1-hro-agr-branch@army.mil

POSITION COMPATIBILITY REQUIREMENTS:

The individual must qualify for and be placed in the following compatible MOS: **42A3**

MINIMUM APPOINTMENT REQUIREMENTS:

1. Applicants for enlisted positions not MOS qualified (for the announcement's duty position) must meet the physical profile (PULHES), meet qualifying line score requirements, and have the ability to take the Occupational Physical Assessment Test (OPAT) for initial award of the MOS in accordance with AR 611-21 and NGR 600-200, unless previously waived by proper authority.
2. 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).
3. Applicants who do not currently hold the announcement's duty MOS and do not meet the PULHES or line score requirements for reclassification may request a waiver to apply. The waiver request must be submitted to the corresponding Proponent for approval to be able to attend the reclassification course. The request for the waiver must be sent to the Human Resources Office (HRO) as soon as possible for a timely submission to the corresponding Proponent. An approved waiver from the Proponent must be accepted prior to the announcement closing date for your application to be referred. If your waiver is denied

by the Proponent, your application will not be referred for this announcement.

4. Applicants must meet the initial eligibility requirements of AR 135-18, Table 2-1.

5. 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.

6. Applicants must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.

7. Applicants must meet the Army Body Composition Program (ABCP) body fat standards in accordance with AR 600-9.

8. 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.

9. Applicants must have a passing Army Combat Fitness Test (ACFT) taken within the last 6 months.

10. Applicants must not be within six months of Expiration Term of Service (ETS) or mandatory removal.

11. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF).

12. Applicants must not be subject to flagging actions during selection or upon entering an Active Guard/Reserve (AGR) status.

13. 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.

14. 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.

15. 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.

16. 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.

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 Joseph Harris, (309) 567-7013

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 – ENLISTED 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 Enlisted Career Development position.

☐ **Evaluation Reports (NCOER's):** Last 5 evaluation reports. If 5 are not available, submit all available evaluation reports with a letter of recommendation from your current Officer in Charge (OIC).

☐ **Record Brief (ERB):** Selection board version only, do not certify. Dated within the last 90 days to be valid.

☐ **NGB 23B:** Retirements Points Accounting System Statement. Dated within the last 90 days to be valid.

☐ **All DD 214's / NGB 22's:** Provide verification of all prior service.

☐ **Individual Medical Readiness Printout:** Printout from My Medical Readiness Status on MEDPROS. Dated within the last 12 months to be valid.

☐ **DTMS Printout:** Listing most recent record ACFT score and height/weight record. Last record ACFT must be within the last 6 months of the announcement closing date.

☐ **Valid Permanent Profiles:** Limiting the completion of the ACFT (if applicable).

☐ **DD 5500 (Male) or DD 5501-R (Female):** Most recent 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 missing documents 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

NOTE: Follow this checklist in application preparation. The documents listed on this checklist may be in iPERMS or at your unit of assignment. Your full-time unit staff are available to assist you in compiling your application. It is recommended that all applicants use their full-time unit staff when completing an application. All applicants must submit a complete application for consideration of an AGR position.

APPLICATION FOR AGR CAREER MANAGEMENT POSITION

PRIVACY ACT STATEMENT

1. Authority: AR 135-18, NGR 600-5, NGIL PAM 135-18
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 Department of Defense identification number (DoD ID) is mandatory to obtain the services, benefits, or processes that you seek. The DoD ID is used as an identifier throughout your Military career from time of application through retirement. The information gathered using the DoD ID 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. ANNOUNCEMENT #: _____ 2. POSITION TITLE: _____

3. NAME: _____ 4. RANK: _____ 5. DOD ID #: _____

6. UNIT: _____ 7. DUTY PHONE: _____

8. DUTY MOS: _____ 9. PMOS: _____ 10. SMOS: _____ 11. AMOS: _____

12. SECURITY CLERANCE: _____ DATE OF CLEARANCE: _____

13. PROFESSIONAL MILITARY EDUCATION: (check all completed courses)

ENLISTED:

DATE COMPLETED:

☐ SERGEANTS MAJOR COURSE (SMC)

☐ MASTER LEADER COURSE (MLC)

☐ SENIOR LEADER COURSE (SLC)

☐ ADVANCED LEADER COURSE (ALC)

☐ BASIC LEADER COURSE (BLC)

DLC LEVEL COMPLETED: _____

14. CIVILIAN EDUCATION:

LEVEL:

DEGREE/SUBJECT AREA:

DATE COMPLETED:

COLLEGE: _____

PROFESSIONAL CERTIFICATIONS: _____

SIGNATURE: _____

DATE: _____