

**Illinois Army National Guard AGR Lateral Announcement LAT 25-029**  
**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.ilngb.army.mil/Employment/Army-AGR-Announcemnets/>

**ANNOUNCEMENT NUMBER: LAT 25-029**

**DATE: 09 May 25**

**CLOSING DATE: 24 May 25**

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

34th DSB Retention NCO, Para 008B Line 23, E7, 00F4

**APPOINTMENT FACTORS:**

**Officer()**

**Warrant Officer()**

**Enlisted(X)**

**LOCATION OF POSITION:**

Recruiting & Retention Battalion  
1551 N Kedzie Ave  
Chicago, Illinois 60651

**WHO MAY APPLY:**

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

**AREA OF CONSIDERATION:** This position is open to on-board AGR enlisted Soldiers 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 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](mailto: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: **00F4**

**MINIMUM APPOINTMENT REQUIREMENTS:**

1. Must be able to acquire SQI 4 upon assignment
2. 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.
3. Applicants must meet the initial eligibility requirements of AR 135-18, Table 2-1.
4. 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.
5. Applicants must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
6. Applicants must meet the Army Body Composition Program (ABCP) body fat standards in accordance with AR 600-9.
7. 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.
8. Applicants must have a passing Army Combat Fitness Test (ACFT) taken within the last 6 months.

9. Applicants must not be within six months of Expiration Term of Service (ETS) or mandatory removal.
  10. Applicants must not be subject to flagging actions during selection or upon entering an Active Guard/Reserve (AGR) status.
  11. Applicants must be able to complete a three (3) year tour of active duty prior to completing eighteen (18) years of active federal service, unless waived by the National Guard Bureau (NGB).
  12. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF).
  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 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.
  16. 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.
  17. 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.
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#### **BRIEF JOB DESCRIPTION:**

Assists the Brigade Commander and the Sergeant Major in developing, implementing, and monitoring the Brigade SM plan. Assists the unit Commanders, 1SGs, and RRNCOs in implementing and monitoring the unit SM plan. Mentors, guides, advises, and aids assigned Brigade Command teams, Battalion S-1 staff, RRNCOs, and UCCs. Serves as the subject matter expert and primary trainer for all retention activities including Retention Management Software (RMS), Guard Incentive Management System (GIMS), counseling's, extension and bonus processing, and soldier sponsorship. Supports the G1 at SRP retention stations and provide mobilization benefits brief to deploying units. Maintains regular contact with RRB 1SGs and assigned RRNCOs to ensure they are prepared to support upcoming unit drill weekends. Prepares the Scheduled Counseling Worksheet prior to drill weekends to identify soldiers that require sponsorships, annual counseling's, or retention counseling's while at drill. Reviews sponsorship packets and counseling's to ensure soldiers were properly sponsored, received their initial and incentive counseling's, and were integrated into the unit in an effective manner while at drill. Reviews annual and retention counseling's to ensure they were completed properly and include the Soldier's intent. Works directly with the units to ensure Soldiers education benefits are properly processed. Works directly with the unit's full-time staff to review, approve, and process incentives to the G1 incentives team. Monitors and maintains Brigade incentive tracker. Works directly with the G1 incentive team to address Brigade incentive/education issues. Monitors AWOL recovery reports. Briefs SM to the Brigade Commanders to include at a minimum: Retention, attrition, 1st term losses, Soldier's intent, AWOL, losses by reason, incentives tracker, and 90-day ETS window. Maintains the Brigade SM share drive. Performs other duties as assigned.

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#### **SELECTING SUPERVISOR:**

MAJ James Brock

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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.