

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.

SELECTING SUPERVISOR:

LTC Lance Frail 309-567-7128

CONTACT INFO:

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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.