

Illinois Army National Guard AGR Lateral Announcement LAT 25-015
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 25-015

DATE: 24 Jan 25

CLOSING DATE: 08 Feb 25

POSITION TITLE, PARA LINE, MAXIMUM AUTHORIZED MILITARY GRADE AND MOS:
RETIREMENT SERVICES OFFICER / SUPPORT CENTER NCOIC, Para 209 Line 01, E7, 42A4

APPOINTMENT FACTORS:

	Officer()	Warrant Officer()	Enlisted(X)
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LOCATION OF POSITION:

JFHQ (G1) BENEFITS CENTER
1301 NORTH MACARTHUR BOULEVARD
SPRINGFIELD, ILLINOIS 62702

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. 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.
 8. Individual Medical Readiness Record (IMR) dated within the last 12 months. Do not submit a screenshot of the homepage of your MEDPROS profile. IMR w/date is obtained from your Medical Readiness Portal select in Forms, IMR Record
 9. DD Form 5500 (male) / DD Form 5501 (female) - Body Fat Content Worksheet (if applicable).
 10. Copy of Valid Permanent Profile (if applicable).
 11. Memorandum to the Selecting Official addressing any aspect of your application (if applicable).
 12. Biographical Sketch.
 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.ilamg.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: **42A4**

MINIMUM APPOINTMENT REQUIREMENTS:

1. Applicants must meet the initial eligibility requirements of AR 135-18, Table 2-1.
2. 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.
3. 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.
4. Applicants must have a passing Army Combat Fitness Test (ACFT) taken within the last 6 months.
5. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF).
6. 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.
7. Applicants must meet the Army Body Composition Program (ABCP) body fat standards in accordance with AR 600-9.
8. Applicants must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
9. Applicants must not be subject to flagging actions during selection or upon entering an Active Guard/Reserve (AGR) status.
10. Applicants must not be within six months of Expiration Term of Service (ETS) or mandatory removal.

11. 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.

12. 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:

This position is located in the Soldier Support Center (SSC) within the Illinois Army National Guard (ILARNG) G1 directorate. The Operations Officer provides general guidance and supervision. This position is responsible for the overall day-to-day operations and supervision of the Soldier Support Center. Assigned as the Retirement Services Officer for all retirement service functions. Coordinates retirement briefs, conducts retirement counseling, and manages inquiries related to retirement. Provides support to subordinate units and educates Soldiers on retirement procedures and policies. Maintains the RPAM NEXT data base. Responsible for verification and updating retirement points for Soldiers within the ILARNG. Assigned as the State Site Security Manager responsible for overseeing all of the DEERS/RAPIDS sites under the auspices of the ILARNG. Conducts inspections and acts as subject matter expert (SME) to DEERS/RAPIDS operators. Ensures compliance with AFI 36-2903 to reduce the risk of fraudulent activity. Provides direct supervision of subordinates within the Soldier Support Center. Provides administrative management for all AGR, Technicians, and FTNG-OS Soldiers assigned to the Soldier Support Center and responsible for training management of those Soldiers. Responsible for the efficient daily operations of the entire Soldier Support Center, to include accomplishing related administrative actions. Acts as a work flow manager ensuring that all customers are greeted and served in a timely manner and all subordinates are aware of their roles and responsibilities. Soldier Support Center NCOIC is responsible for providing oversight to all services to ensure requirements are being met. Completes administrative and policy reviews to increase the productivity and accuracy of section operation upon the request of G1 command staff. Ensures all command guidance, drafts directives, yearly training programs, circulars, operation orders, standard operating procedures, and PRZ Logs are being followed. Maintains coordination with all branches of the G1 Directorate, other directorates, and organizations within the state headquarters. Conducts visits at a minimum of once per year to each DEERS/RAPIDS location controlled by the ILARNG focusing on in-house training of the force, application of guidance, training assistance, and inspection of procedures precluding fraudulent behavior. Performs other duties as assigned. Receives general supervision from the G1 Operations Officers, who provides general course of actions or program objectives to be accomplished. Supervises the operation of the Soldier Support Center.

SELECTING SUPERVISOR:

COL Paul Metzdorff

CONTACT INFO:

SSG Reggie Wynne
(DSN) 555-3923
(Com) (217) 761-3923
(Email) reggie.wynne.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.