



**ILLINOIS ARMY NATIONAL GUARD
AGR MILITARY TOUR
ANNOUNCEMENT NUMBER: 19B-001
VACANCIES FILLED AS THEY OCCUR**

POSITION TITLE: Recruiting & Retention NCO	MOS: 00F30/79T40	CLEARANCE: SECRET	MAXIMUM GRADE / RANK: E6 / SSG (Potential to SFC/E7)
SELECTING OFFICIAL: LTC Darren Horton	PHONE NUMBER: 217-761-3583	OPENING DATE: 1 January 2019	CLOSING DATE: 31 December 2019
UNIT OF MILITARY ASSIGNMENT: JFHQ, (RRB), Springfield, IL	LOCATION OF MILITARY ASSIGNMENT: Various locations within the State of Illinois		

POSITION DUTIES AND RESPONSIBILITIES-Pre-qualify prospects and determine their eligibility for enlistment or reenlistment. Prepare in draft form, Non-Prior Service (NPS) enlistment packets and process prior service applicants for enlistment/reenlistment. Counsel disqualified applicants and counsel applicants about their enlistment contracts and service obligations. Explain initial entry training (IET) requirements and the Selected Reserve Incentive Program and brief applicants on their test results and the pre-IET program. Prepare applicants for MEPS processing. Apply management by objective techniques, and develop and maintain time management / work plans. Establish and maintain liaison with command, staff, and / or field elements affecting the recruiting program. Establish and maintain required references and functional files. Conduct sales presentations/interviews to obtain enlistments and reenlistments. Prospect by territory canvass, obtaining referrals and telephone. Prepare or write speech outlines, and give speeches about the ARNG. Compile, maintain, and submit data and reports as required by procedures. Prepare and maintain prospect and center of influence cards and files and school program folders. Develop or prepare and conduct school and recruiting public relations programs. Analyze the recruiting market and compile and maintain production data and results.

EQUAL OPPORTUNITY: Selecting officials will fill positions without regard to race, color, religion, national origin or political affiliation.

RESPONSIBILITIES: Commanders will provide this position vacancy announcement the broadest possible dissemination. The Human Resource Office will distribute on the ALL-IL distribution list and post it on the Illinois National Guard Public Website at <http://www.il.ngb.army.mil/departments/hr/jobpostings.aspx>*

FOR THE ADJUTANT GENERAL:

KEVIN A. MULCAHY
Col, IL ANG
Human Resources Officer

DISTRIBUTION: A

CONDITIONS OF EMPLOYMENT – MUST MEET THESE CONDITIONS TO APPLY:

1. Applicants must meet the medical fitness standards of AR 40-501, Chapter 2-5, 7-8, or 10 as applicable.
2. Applicants must meet the body composition standards of AR 600-9.
3. Applicants must satisfy requirements outlined in NGR 600-5, NGR 600-200, and NGR 601-1
4. Applicants must meet initial eligibility requirements of Table 2-1, AR 135-18.
5. Applicants must not be subject to flagging actions during selection or upon entering an AGR status.
6. 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.
7. Applicants for officer positions must be able to complete a 3 year initial tour of active duty before reaching the date of mandatory removal from active status based on age or service, without any extensions, under any provisions of law or regulation as prescribed by current directives.
8. Eligibility of female personnel in combat units will be consistent with existing Department of the Army combat policies.

ADDITIONAL INFORMATION – MUST MEET THESE CONDITIONS UPON SELECTION:

1. Selectee who has voluntarily separated from the AGR Program for two or more days is ineligible to re-enter the AGR program for one year from the date of separation unless waived by NGB.
2. Selectee must be able to complete a 3 year initial tour of active duty before completing 18 years of active federal service unless waived by NGB.
3. Selectees for enlisted positions must meet the physical demands rating and qualifications for award of the MOS in accordance with AR 611-21 and NGR 600-100 unless waived by proper authority.
4. Acceptance of an AGR position will terminate eligibility for all bonuses and student loan repayments effective on the date of entry into AGR status. This does not affect Montgomery GI Bill eligibility.
5. Existing military promotion policies apply, promotion will not exceed maximum grade authorized for the position.
6. Selectee will be ordered to/or continued on full-time military duty under the provisions of Title 32 USC 502(f) in Illinois. Extension renewal is at the discretion of the Adjutant General.
7. Selectee will terminate all active duty tour orders or technician appointment prior to AGR appointment.
8. Selectee must be willing to relocate to local commuting area. United States Property and Fiscal Officer for Illinois will authorize permanent change of station for selectees for initial tours. You must coordinate with the transportation movement officer for reimbursement prior to relocation.
9. Selectee for Commissioned Officer positions must complete the specialty compatible with the position and become qualified in the appropriate Area of Concentration (AOC) within 12 months of assignment.
10. Applicants for positions within the AGR Program are required to have a favorable NACLC to be accessed into the AGR program. Soldiers who do not have a secret clearance when accessed will be required to submit a request for a secret clearance to the State Security Manager within 30 days from their first day on AGR orders. AGR Soldier who do not maintain at least a secret security clearance regardless of their primary military occupations specialty (PMOS) are subject to possible separation.
11. Selectees for enlisted positions that are not MOS qualified will be administratively reduce to the grade of Sergeant E5 upon accession into the AGR program and must become MOS qualified within 12 months of assignment. Failure to become qualified within 12 months of assignment is grounds for mandatory involuntary separation from the AGR program.
12. Per NGIL Pam 135-18, selectees will incur an 18-month stabilization period upon initial selection to the AGR Program.
13. Selectees may not be a candidate or hold a partisan elective office. Selectees may not engage in partisan political activities while in a duty status.
14. FOR RECRUITING POSITIONS: Soldiers selected for Recruiting and Retention NCO positions will be hired against SSG/E6 authorizations with potential advancement to SFC/E7
15. FOR RECRUITING POSITIONS: Prior to being hired the applicant will have to receive a favorable background screening IAW SMOM #15-017, Screening of Title 32 Position of Significant Trust and Authority (POSTA).

ILLINOIS ARMY NATIONAL GUARD AGR MILITARY TOUR APPLICATION CHECKLIST AND REQUIREMENTS – ENLISTED POSITIONS

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

SSN (Last 4): _____ EMAIL: _____

DAYTIME PHONE: _____ ANNOUNCEMENT NUMBER: _____

CURRENT STATUS: ☐ M-DAY ☐ AGR ☐ TECHNICIAN ☐ ACTIVE COMPONENT ☐ USAR ☐ OTHER

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

☐ **NGB 34-1:** AGR Application. Include announcement number, position title, date and signature.

☐ **NCOERs:** Last 5 of the NCO Evaluation Reports (NCOER). (If 5 are not available, submit all available NCOERs with a letter of recommendation from your unit commander.)

☐ **ERB:** Validated or certified copy of the records brief.

☐ **NGB 23B:** Retirement Points Accounting System Statement.

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

☐ **Individual Medical Readiness (IMR Print out):** Print from My Medical Readiness Status on AKO.

☐ **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 3 event APFT.

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

☐ **Photograph in Army Service Uniform or Class A:**

a. Official DA Photograph may be printed in black and white.

b. Full length snapshot, taken within 12 months of the closing date will be accepted if DA Photo is not available.

Include your Name, Rank, SSN, and the date taken on the back of the photo.

☐ **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).

The documents listed on the checklist may be located on iPERMS, AKO, 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 the checklist to assist in packet preparation. All applicants must submit a complete application packet for consideration of an AGR Position.

HOW TO APPLY AGR PACKET PREPARATION

The applicant is responsible for ensuring the application is complete and all required documents are correct and included.

- HRO-AGR will review all applications for eligibility. Complete and accurate data is essential to ensure fair evaluation of candidates. Application packets missing vital data will not be considered and will be determined unqualified. If an incomplete packet leads to the inability to determine eligibility a letter will be sent to the individual indicating the reason for disqualification.
- It is the applicant's responsibility to ensure the NGB 34-1 and all supporting documents are accurate and complete. Ensure all entries on the NGB 34-1 are clearly legible and complete. Include announcement number, position title, date and signature. You may fill out the application and sign it digitally or manually. Provide a simple document of explanation if any "yes" answers are within to section IV (except question #9). Document is accessible at http://www.ngbpdcc.ngb.army.mil/forms/ngbf34_1.htm
- Additional supporting documents (letters of recommendation, certificates, diplomas, ect) will be placed at the end of the packet. Make sure copies of supporting documents are up to date and that all copies are clearly legible throughout the packet. All application packets submitted become the property of the HRO-AGR Office and will not be returned.
- Arrange your packet in the order listed on the checklist and use a simple binder clip to hold your packet together, do not use staples. Special Ring Binders, portfolios, report covers, and document protectors are discouraged. Ornate covers and organizers have no bearing on the selection process or outcome and are a wasted expense. HRO-AGR will only forward application documents to the selection board.

Questions regarding the acquisition of any documentation can be answered by the Unit Readiness NCO or the Soldier Support Center, at (800) 732-8868 and ILNGSC.SUPPORTDESK@NG.ARMY.MIL

APPLICATION PROCEDURE: See the ILARNG AGR Military Tour Application Checklist included with this announcement for required documents to submit with your application. All applications must be received by HRO-AGR, NLT 1630 hours of the closing date. You can reach the Human Resources office at (217)761- 3707

Forward applications to: The Adjutant General for Illinois
ATTN: HRO-AGR Services
1301 North MacArthur Boulevard
Springfield, Illinois 62702-2317

Overseas/Deployed Soldiers ONLY: AGR packets/applications for Soldiers currently stationed overseas or deployed may be emailed to the following address in lieu of hard copies thru mail (.pdf format preferred):
nq.il.ilarng.list.j1-hro-agr-packets@mail.mil.

CONUS Soldiers must submit a hard copy packet to arrive by the closing date to the address listed above. Emailed applications will not be accepted from CONUS Soldiers.

If emailing your packet please ensure all documents as required on the checklist are included with your packet.