

Illinois Army National Guard AGR Lateral Announcement LAT 26-028
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-Announcements/>

ANNOUNCEMENT NUMBER: LAT 26-028

DATE: 11 Apr 26

CLOSING DATE: 25 Apr 26

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

READINESS NCO, Para 112 Line 02, E7, 91X4

APPOINTMENT FACTORS:

Officer()

Warrant Officer()

Enlisted(X)

LOCATION OF POSITION:

3637TH MAINTENANCE COMPANY
1301 NORTH MACARTHUR BOULEVARD
SPRINGFIELD, IL 62702

WHO MAY APPLY:

Must be a current on-board AGR in the State of IL within the grade(s) of E7 and 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://army.eitaas.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. Soldier Talent Profile (STP) - Must have photo and all PII Redacted. Dated within 90 days of the announcement. (ORB still suffice)
 5. DA Form 5016 - Retirement Accounting Statement. Must be 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. DA 705 or applicable AFT and HT/WT documentation
 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.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: **91X4**

MINIMUM APPOINTMENT REQUIREMENTS:

1. Physical demands rating and qualifications for initial award of 91X are as follows: (1) A physical demand category (PDC) of Moderate (Gold). Must achieve 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. (2) A physical profile of 323232. (3) Normal color vision. (4) Must possess finger dexterity in both hands. (5) Must not be allergic to refrigerant gasses or petroleum related products.
2. Applicants must meet the initial eligibility requirements of AR 135-18, Table 2-1.
3. 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.
4. Applicants must meet the Army medical retention standards in accordance with AR 40-501, Chapter 3.
5. Applicants must meet the Army Body Composition Program (ABCP) body fat standards in accordance with AR 600-9.
6. 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.
7. Applicants must have a passing Army Fitness Test (AFT) taken within the last 6 months.
8. Applicants must not be within six months of Expiration Term of Service (ETS) or mandatory removal.
9. Applicants must have no derogatory information within their Official Military Personnel Record (OMPF).
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.

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:

MAJ Robert Wright (217) 761-3965

CONTACT INFO:

MSG Christopher Williams
(DSN) 555-3732
(Com) (217) 761-3732
(Email) christopher.w.williams10.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.