

# IOWA ARMY AGR VACANCY ANNOUNCEMENT

IOWA NATIONAL GUARD  
NGIA-HRO-AGR  
7105 NW 70TH AVENUE  
JOHNSTON, IOWA 50131-1824

**Announcement Number: 24-074AR**

**Closing Date: 24-Apr-24**

**POSITION DESCRIPTION:**

**POSN TITLE** SR RSP NCO

**MOS/AOC:** 00F **VICE:** DAVIN

**Max:** E-7 **Min:** E-6 Promotable

**SELECTING SUPERVISOR INFO:**

MAJ Trevor Thein, 515-229-0589,

trevor.a.thein.mil@army.mil

**UNIT OF ASSIGNMENT:**

IA ARNG REC & RET BN

IOWA CITY, IA 52246

**MPCN #:** IA01331306

**PARA/Lin** 009C/03

**Permanent Change of Station (PCS)**

**may be authorized if in the best interest of the government.**

**WHO MAY APPLY:** Current (Title 32) AGR IAARNG members.

**AREA OF CONSIDERATION:**

Position of Significant Trust and Authority. Must meet position grade requirements above. Applicants will be screened as outlined in Annex B (Type I and Type II Offenses), HQDA EXORD 193-14, Screening of Sexual Harassment/Assault Response and Prevention Program Personnel and Others in Identified Positions of Significant Trust (POSTA), dated 26 July 2014. Applicants must complete the Self Disclosure Worksheet, failure to submit a completed Self Disclosure Worksheet will result in application not being forwarded for interview. Applicants not meeting eligibility criteria, unless a waiver is authorized by NGR 600-5 or AR 135-18, will not be considered and application will be returned to the applicant without action (Only one waiver is authorized). Soldiers must meet the qualifications for entry and subsequent service eligibility requirements of AR 135-18, Table 2-1. AGR Soldiers within the first 24 months of their current AGR tour must include, with the application, required stabilization waiver and documents per requirements of the AGR Application and Hiring Procedure policy. Soldier must meet the minimum ASVAB and PULHES requirements per DA PAM 611-21, applications not meeting minimum requirements will be returned without action.

**INITIAL**

**\*\*\*\*\*Checklist must accompany all applications\*\*\*\*\***

**TO BE COMPLETED BY LATERAL APPLICANTS ONLY**

I, \_\_\_\_\_, am requesting consideration for the above listed vacancy announcement in accordance with The Iowa Army National Guard Priority Placement Plan-Enlisted policy dated 10 March 2020. This position is subject to be boarded for any on board AGR lateral applicant(s). You must provide the following and initial each line:

- \_\_\_\_\_ 1. Certified copy of Soldier Record Brief.
- \_\_\_\_\_ 2. Last five NCOERs.
- \_\_\_\_\_ 3. If applicable, DA Form 3349 and/or MMRB results.
- \_\_\_\_\_ 4. Copy of AFPT/ACFT History Report from DTM Must have record ACFT within 6 months.
- \_\_\_\_\_ 5. Copy of Weight Control History Report from DTMS.
- \_\_\_\_\_ 6. If applicable, a copy of waiver request per AR 135-18 Table 2-4 and/or NGR 600-5.
- \_\_\_\_\_ 7. Completed IA 7424 Self-Disclosure Worksheet. (On Iowa National Guard website.)

I have completed this application with the knowledge and understanding that any and all items contained within my Official Military Personnel File (OMPF) may be subject to investigation. I consent to the release of information provided to personnel specialists for the purpose of employment.

Applicant's signature

**TO BE COMPLETED BY EPS FILL APPLICANTS ONLY**

I, \_\_\_\_\_, am requesting consideration as for the above listed vacancy announcement, in accordance with The Iowa Army National Guard Priority Placement Plan-Enlisted policy dated 10 March 2020, I know and understand the following (you must initial each line):

- \_\_\_\_\_ 1. This position will not be boarded for promotion. The first eligible applicant from the EPS List will be selected.

- \_\_\_\_\_ 2. My application does not guarantee selection.
- \_\_\_\_\_ 3. If selected for this position, I may not decline the assignment.
- \_\_\_\_\_ 4. In order for promotion, I must meet the criteria set forth in AR 600-8-19.
- \_\_\_\_\_ 5. I am not within my 24 month stabilization period of my initial tour.
- \_\_\_\_\_ 6. Completed IA 7424 Self-Disclosure Worksheet. (On Iowa National Guard website.)

I have completed this application with the knowledge and understanding that any and all items contained within my Official Military Personnel File (OMPF) may be subject to investigation. I consent to the release of information provided to personnel specialists for the purpose of employment.

Applicant's signature

**\*\* DO NOT SUBMIT APPLICATIONS WITH STAPLES, TABS, OR IN BINDERS \*\***

**CAUTION:**

If your application packet does not provide all the information requested on the checklist above, you will not be considered for the position. ONLY complete applications will be considered. Applicants are responsible for maintaining a copy of their application.

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**MOS REQUIREMENTS:**

Position is MOS immaterial

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**DESCRIPTION OF DUTIES:**

Responsible to oversee and manage all administrative and logistical operations for the company. Recruit Sustainment Program (RSP) on a daily basis. Ensures that the company's success metrics are in accordance with the standards set by the RRB. This includes but is not limited to completing monthly pre-shipper screenings, warrior outreach, attendance, and AWOL Recovery. Identifies all potential non-shippers and submits requests for cancellation and renegotiation to RRB HQ. Submits medical documentation to MEPS for Med-readouts to clear warriors for shipping to IADT. Utilizes the following programs to complete required tasks: Food Navigator, !PERMS, IPPS-A, DAMPS, Recruiter Zone, LOD Module, Iowa Courts Online, MEPS database, Discharge Database, and VULCAN. Completes requests for meals, conducts clothing showdowns, secures training aids and resources, and maintains CSDP standards as required by RSP HQ. Manages and tracks schools, Security Clearances, orders and funds for the Company. Advises the commander on training, logistics, and cadre and warrior readiness. Ensures that the unit develops updates and maintains warrior tracking systems as required by the RRB HQ. Required to transport all shippers to MEPS during the week, as well as weekends and some holidays. Performs other duties as assigned.

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**QUALIFICATION REQUIREMENT FOR ASSIGNMENT:**

1. Must meet requirements as stated in the "Areas of Consideration".
2. Must meet medical standards IAW AR 40-501 and AR 600-9, as appropriate.
3. Must be qualified for continued service in the AGR Program IAW AR 135-18, NGR 600-5, AR 40-501 and be capable of performing the duties assigned and implied by grade, MOS, and position as prescribed above.
4. Periodic Health Assessment (PHA) or date of physical must be within 12 months of closing date of announcement.
5. Must be able to meet all military education and FTUS requirements in accordance with AR 135-18, NGR 600-5, and current policies/directives. Failure to do so will result in separation.
6. Current on-board AGRs must have a passing APFT and Height and Weight on record within 6 months of application submission.
7. Soldiers will participate in physical fitness training and take the Army Physical Fitness Test semi-annually.
8. Must not have any unfavorable actions of any kind and not be flagged.
9. Must attend all Inactive Duty Training (IDT) and Annual Training (AT) periods and perform duties in assigned MOS.
10. A secret security clearance is required for this position. Failure to maintain the proper security clearance will result in separation.
11. If not MOS or AOC qualified for position as stated above, applicant will be required to become qualified for position within one year of start date. Must not have a permanent profile that would prevent attendance at required MOS Training.
12. Soldiers hired into the Recruiting and Retention BN will remain in their assignment for a minimum of 36 months upon entry into a Recruiting and Retention BN position. During this 36 month period Soldiers are ineligible to apply for other AGR position within the IA ARNG.
13. Soldier must be willing to relocate to the area in the vicinity of the Iowa ARNG unit/detachment that the Soldier is selected to recruit for.
14. Enlisted promotion is contingent upon availability of MTOE/TDA position, eligible for promotion base on requirement of AR 600-8-9, on current State Enlisted Promotion List, and recommended for promotion by RRB Commander based on IA-ARNG RRB Order of Merit List.

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**APPLICATION RECEIPT:**

All applications must be received in the Human Resources Management Office by the closing date of the announcement to include mailed applications. **Applications received after 1630 on the closing date will not be considered. It is the responsibility of the applicant to ensure all documents are included, signed and received prior to the closing date and time.**

Applications packets must arrive at The Iowa National Guard, ATTN: NGIA-HRO-AGR, JFHQ-RM 215, 7105 NW 70TH Avenue, Johnston, Iowa 50131-1824. Mailing of application packets using military postage is prohibited. Applications can be emailed to ng.ia.iaarng.mbx.hro-agr@army.mil. This mailbox doesn't accept encrypted emails. Please remove PII from your application before submitting. **When submitting an application electronically, submit entire packet as one document.**

**THE IOWA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER:**

Eligible applicants will be considered without regard to race, sex, religion, national origin, political affiliation, marital status, age, or gender.

**INSTRUCTIONS TO COMMANDERS/SUPERVISORS:**

This position vacancy announcement will be given the widest possible dissemination. A copy of this announcement will be posted on your unit/activity bulletin board.

**QUESTIONS ABOUT POSITION OR BOARD INFORMATION:**

Contact Selecting Supervisor listed in the top right hand corner of page one.

**QUESTIONS ABOUT POSTING:**

515-252-4514 or 515-252-4751

ANNEX B: TYPE I AND TYPE II REPORTS OF UNFAVORABLE INFORMATION OR OFFENSES

\*\*\*THESE CRITERIA APPLY TO MILITARY ONLY\*\*\*

(SEE CIVILIAN SCREENING POLICY FOR CIVILIAN CRITERIA)

STATUS (PROVIDED FOR FUTURE CODING USE; C AND D INDICATE "CREDIBLE EVIDENCE"):

- A. ALLEGED, NO INDICATION OF INVESTIGATION OR ACTION TAKEN
- B. INVESTIGATION COMPLETE, NOT FOUNDED OR NOT SUBSTANTIATED
- C. INVESTIGATION COMPLETE, FOUNDED OR SUBSTANTIATED
- D. ADVERSE ACTION TAKEN (INCLUDING, BUT NOT LIMITED TO, CIVILIAN OR COURT-MARTIAL CONVICTION, LETTER/MEMORANDUM OF REPRIMAND, NON-JUDICIAL PUNISHMENT, RELIEF FOR CAUSE EVALUATION, ETC.)

TYPE I OFFENSES, ACTIVITY OR SITUATIONS (NO TIME LIMITATION):

1. SEXUAL HARASSMENT
2. SEXUAL ASSAULT (INCLUDING, BUT NOT LIMITED TO, VIOLATIONS OF UCMJ ARTICLES 80, 120, 120b AND 125)
3. DOMESTIC VIOLENCE (AS DEFINED IN AR 608-18, OR REF K) OR A CRIMINAL OFFENSE INVOLVING A CHILD OR CHILDREN
4. PANDERING
5. POSSESSION, DISTRIBUTION, RECEIVING OR VIEWING CHILD PORNOGRAPHY
6. ADULTERY
7. INCEST
8. PROSTITUTION
9. BESTIALITY
10. STALKING
11. SEXUAL ACTIVITY WITH A SUBORDINATE OR FRATERNIZATION OF A SEXUAL NATURE
12. ILLEGAL DRUG USE OR POSSESSION, TO INCLUDE ABUSE OF PRESCRIPTION MEDICATION AND SYNTHETIC DRUGS
13. ANY SPECIAL OR GENERAL COURT-MARTIAL CONVICTION OR ANY CIVILIAN CRIMINAL FELONY CONVICTION IN A SOLDIER'S CAREER (INCLUDING SISTER SERVICES COURT-MARTIAL CONVICTIONS)
14. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE I OFFENSE
15. CONDUCT IN VIOLATION OF ARMY'S POLICY REGARDING PARTICIPATION IN EXTREMIST ORGANIZATIONS OR ACTIVITIES
16. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION RELATED TO ANY TYPE I OFFENSE LISTED ABOVE

TYPE II OFFENSES, ACTIVITY OR SITUATIONS (OVER A SOLDIER'S CAREER, UNLESS OTHERWISE SPECIFIED):

1. ALCOHOL ABUSE (AS DEFINED IN AR 600-85, OR REF I)
2. LARCENY/THEFT/FRAUD/BURGLARY
3. RELIEF FOR CAUSE NCOER OR OER WHILE IN CURRENT GRADE OR IN PAST 5 YEARS, WHICHEVER IS LONGER
4. PREVIOUS SEPARATION FROM ANY SERVICE FOR ANY TYPE II OFFENSE
5. INITIAL ENLISTMENT WAIVERS FOR DEROGATORY INFORMATION (NOT RELATED TO AN OFFENSE LISTED IN TYPE I)
6. ASSAULT (OF NON-RELATIVE OR DOMESTIC PARTNER) IN THE PAST 5 YEARS

ADMIN REPORTS THAT PRECLUDE INITIAL APPOINTMENT TO A POSITION OF TRUST:

1. SOLDIERS WHO ARE FLAGGED, BARRED TO REENLIST, OR CODED WITH ANY ADMINISTRATIVE INFORMATION INDICATING LEGAL INVESTIGATION IS UNDERWAY ARE PROHIBITED FROM INITIAL APPOINTMENT OR SERVICE IN A POSITION OF TRUST UNTIL THE FLAG, BAR OR CODE IS REMOVED.
2. SOLDIERS PENDING DETERMINATION BY A MEB/PEB/MAR2 PROCESS ARE NOT ELIGIBLE FOR APPOINTMENT AS A SARC/SHARP VA UNLESS FOUND FIT FOR CONTINUED DUTY.
3. SOLDIERS WITH A CURRENTLY REVOKED, DENIED OR SUSPENDED SECURITY CLEARANCE, OR WHO FAILED TO ATTAIN OR MAINTAIN A FAVORABLE NACLIC INVESTIGATION ARE NOT ELIGIBLE FOR APPOINTMENT TO A POSITION OF SIGNIFICANT TRUST.